



Coten End Primary School

# **Administration of Medicine in School Policy**

Reviewed: November 2021

Next Review: November 2024

Signed:  
Headteacher

A handwritten signature in black ink, appearing to be 'S. J.', is placed over a light grey rectangular background.

Signed:  
Chair of Governors

A handwritten signature in black ink, appearing to be 'K. L. P.', is placed above the text 'Chair of Governors'.

## **ADMINISTRATION OF MEDICINE IN SCHOOL**

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## **POLICY STATEMENT**

We as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day because of their medical condition.

We are prepared to take responsibility for these occasions in accordance with the Guidelines laid down in this Policy.

This policy will be referred to annually on the newsletter and provided in new information to parents.

## **CHILDREN WITH SPECIAL MEDICAL NEEDS**

Should we be asked to admit a child to school with special medical needs we will in partnership with the parents and our medical advisers discuss individual needs. We will then set up a protocol to be followed. These children should not be refused admission, excluded, denied access to curriculum entitlement, prevented from participation in extra curricular activities or debarred from school visits and journeys because of medical conditions.

## **INDEMNITY**

When appropriate parental consent forms and other documentation have been completed and, where appropriate, training provided (e.g. anaphylaxis, diabetes) teaching and non-teaching staff will be deemed to be acting within the scope of their duties when they administer medicines to a pupil. The public liability policy provides indemnity to both the council and its employees against any legal liability/claims in the unlikely event of legal action by the parent.

## **ON ADMISSION TO SCHOOL**

All parents/guardians will be asked to complete an admissions form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

## **ADMINISTRATION AND STORAGE OF MEDICINE IN SCHOOL**

- Should a pupil need to receive medication during the school day parents will be asked to come into school and personally hand over the medication to a member of the school office staff.
- We may ask you to come for a meeting so we can discuss your child's condition and ensure we have all the information needed to support your child.

- The medicine should be in the container as prescribed by the doctor and dispensed by the chemist with the child's name and instructions for administration printed clearly on the label.
- The form 'Consent for administration of medication in school' (Appendix 1) should be completed by the parent/ guardian. This will be kept with the medication in the orange Medipac medication bag in the classroom. A copy will also be kept in the school office and logged onto the EdGen MIS system under the child's medical centre record.
- Should the medication need to be changed or discontinued before the completion of the course the school will need to be updated with the new instructions from the child's doctor.
- Should the medication need to be replenished in accordance with the prescription this should be done in person by the parent/guardian.
- Should the child be required or able to administer their own medicine e.g. inhaler for asthma, insulin for diabetes, we will want to ensure they understand their responsibilities in this area. We may want to ask the school nurse service, Connect For Health, to check technique before accepting full responsibility.
- A record of the administration of each dose will be kept and signed on the 'Medication Record' (Appendix 2) form.
- All medication should be given to the school for recording and storage. Children should not be sent in with medication and kept in their bags/trays and without the school's knowledge.
- Any medicine requiring refrigeration will be stored in the 'milk' refrigerator in the staffroom for both key stages.
- There is a storage basket in the fridge for medication.
- Medication not requiring refrigeration will normally be kept by the child's class teacher in an orange 'Medipac' bag (One per child) in the classroom.
- The balance between visibility, accessibility and supervision of children's access must be carefully maintained by school staff.

### **RETURN AND DISPOSAL OF MEDICINES**

A regular check will be made of the medication held every term and any medicine, which is not completed, which is out of date or not clearly labelled, will be returned to parents/carers. The medication should be returned to the parent or carer and the return noted on the log on the reverse of the "Consent for the administration of medication in school" form. (Appendix 2).

### **EMERGENCY SALBUTAMOL INHALERS**

- The school will hold salbutamol inhalers without a prescription for emergencies.
- The emergency inhalers will be used by children for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Written consent is gained by parents returning a completed "Use of emergency Salbutamol inhalers" form (Appendix 4)

- The emergency inhaler can be used if the prescribed inhaler is not available (for example, because it is broken or empty)
- The emergency inhaler will be stored in the school office as part of an emergency asthma inhaler kit that will include:
  - A salbutamol metered dose inhaler
  - At least two plastic or one use spacers compatible with the inhaler
  - Instructions on using the inhaler and spacers
  - Instructions on cleaning and storing the inhaler
  - Manufacturer's information
  - A checklist of inhalers identified by their batch number and expiry date, with monthly checks recorded
  - A note of the arrangements for replacing the inhaler and spacers
  - A list of children permitted to use the emergency inhaler, as detailed in their individual healthcare plans. (This is maintained in EdGen. Forms are scanned into EdGen and also kept in the office file.)
  - A record of when the inhaler has been used

Maintaining the emergency inhaler kit:

At least two named volunteers from the school staff will have responsibility for ensuring that:

- On a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available;
- That replacement inhalers are obtained when expiry dates approach;
- Replacement spacers are available following use. The plastic or one use spacers should not be reused. They can be given to the child to take home for future personal use.
- The plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

### **ADRENALINE AUTO-INJECTOR (AAI) PENS (E.G. EPI-PEN, JEXT PEN EMERALD PEN) – NEW SECTION**

The school will hold adrenaline auto-injector (AAI) pens without a prescription for emergencies.

The AAI pens will be used by children for whom written parental consent for use of the AAI pen has been given, who have been prescribed an AAI.

Written consent is gained by parents returning a completed "Use of Emergency Auto Adrenaline Injectors (AAI)" form (Appendix 3)

The AAI pen can be used if the prescribed AAI pen is not available (for example, because it is broken or empty)

The AAI pen will be stored in the school office as part of an emergency anaphylaxis kit that will include:

- AAI Pen
- Instructions on using the AAI pen
- Instructions storing the AAI pen
- Manufacturer's information
- A checklist of AAI pens identified by their batch number and expiry date, with monthly checks recorded
- A note of the arrangements for replacing the AAI pens
- A list of children permitted to use the AAI pens, as detailed in their individual healthcare plans
- A record of when the AAI pen has been used

Maintaining the emergency AAI pen kit:

- At least two named volunteers from the school staff will have responsibility for ensuring that:
- On a monthly basis the AAI pens are present and in working order.
- That replacement AAI pens are obtained when expiry dates approach;
- That if used, the spent AAI pen is handed to the emergency services for information and proper disposal.

### **SCHOOL PROCEDURES FOR MANAGING AND RECORD KEEPING FOR MEDICATION AND MEDICAL CONDITIONS**

This applies to children with medical conditions or requiring medication long or short term

- Unless there is a specific reason not to, medication will be stored and administered in the classroom. However, the medication should be handed into the school office by parents so we can check all the necessary forms are completed and if any additional information/forms are required.
- All conditions should be logged on EdGen. Those no longer active will be logged but stored as an archive record which is always accessible via the child's medical centre record.
- All medication in school should be logged on EdGen whether long or short term.

### **ALLERGIES AND DIETARY REQUIREMENTS**

- These are recorded in the Medical Centre in the 'Conditions' section. They are categorised under "Allergy" or "Dietary".
- Allergy and Dietary information should also be recorded in the User-Allergy section of Iris ParentMail so it is incorporated into the lunch registers.

### **CARE PLANS**

- Copies of Care Plans should be stored with each of the SENDCo, the office, the classroom and the Medipac bag (if there is medication).
- All types of Care Plan will be logged on EdGen and a scan of the document will be uploaded to the child's medical centre record in the documents section.

- A pupil monitoring file will be prepared containing lists of all children with conditions, medications, consents and care plans. These will be issued to:
  - All class teachers for their phase. (R and KS1 To lower school classes, KS2 to upper school classes)
  - A complete set to all phase leaders, SLT and both first aid stations.

### **FORMS**

The following forms will be used to record information and log parental consent.

- Consent for the administration of medication in school
- Use of Emergency Auto Adrenaline Injector (AAI)
- Use of Emergency Salbutamol Inhaler

### **MEDICATION**

- Each child with long term medication will be issued with an orange Medipac bag (or orange PE bag for larger items) for storage in the classroom, along with copies of the permission and emergency permission forms and Care Plan.
- Each classroom has an orange folder to store copies of Care Plan information, and other copies of forms for children in their class.
- All class Medipacs will be stored together in orange trugs or orange PE bags if there are smaller numbers of packs. This will be used to locate medication to PE and other activities located away from the classroom.
- Medication will be sent home at the end of the school year with forms to be completed for the new school year. (See Year End procedure)
- Medication should be checked for expiry dates by TAs during the year.
- When the course of medication has ended, or the medication needs replacing or renewing it should be handed back to the parent/carer and the action logged on the back of the medication consent form. The form should be returned to the school office and it and the EdGen record archived.
- Medication will be returned from classrooms at the end of the school year.

### **STAFF AWARENESS AND ALERTS : PUPIL MONITORING REPORTS**

Information is compiled by phase and a copy is kept in each classroom.

All senior leadership, first aid stations and the office keep reports for the entire school

### **CLASS LISTS**

- A summary of class lists is printed for teachers reference containing the child's name, photo, condition, medication and permissions
- Classroom staff have access to the child's medical record in EdGen for further information.
- A child with a logged medical condition and medication will be flagged on the class register with an orange flag.

### **EMERGENCY INHALERS AND AAIS**

These cannot be administered without prior permission from parents via the emergency medication form.

Permission forms will be stored in the orange Medipacs, the class folders, the office folder and logged in EdGen

Parents will be asked to renew the form each year. However, unless parents specifically and formally withdraw consent by use of a new form, consent will be carried over to new school years in the absence of a form for the current school year.

## **START AND END OF YEAR PROCEDURE**

### **YEAR START**

All medication to be brought by parents to the office where forms can be checked on receipt.

All forms will be copied and scanned and the medication sent with the forms to each classroom

Updates will be made to the child's EdGen Medical Centre Record

New Pupil Monitoring reports will be generated

### **MID YEAR**

When the course of medication has ended, or the medication needs replacing or renewing it should be handed back to the parent/carer and the action logged on the back of the medication consent form. The form should be returned to the school office and it and the EdGen record archived

### **YEAR END**

- A list of all children with medication is generated and sent to classes for the last day of the school year with a plastic bag, new administration forms and any other forms specific to that child.
- The medication should be given to parents in the bag along with the new forms and the administration consent form completed to show the medication has been returned.
- The same class list will be sent to the new teacher so they can log the medication being sent down by the office in for the new school year. This will identify any needing to be chased up.

## **APPENDIX - 1 Consent for the administration of medication in school 2021-2022**

In order for your child to be supervised during the administration of any medicines at school, or to be given medication by a member of staff, the following information is required to be completed by the parent/carer and sent to the Head Teacher. All doses given by staff during school hours will be recorded on the school medicine record sheet and will be given in strict accordance with the prescription if prescribed.

|               |  |                                 |  |
|---------------|--|---------------------------------|--|
| Class         |  | Name of Pupil                   |  |
| Address       |  |                                 |  |
| Date of Birth |  | Condition the medication is for |  |

| Name of medicine                | Dose | Frequency / Times                                  | Date of completion of course / length of course / expiry date |
|---------------------------------|------|--|---|
|                                 |      |  |   |
| <b>Date medicine prescribed</b> |      | <b>Medicine prescribed by (GP/Pharmacist name)</b> |   |
|                                 |      |  |   |

\* I will drop off and collect the medicine on a daily basis

\* I will leave the medicine in school until the end of the course  
applicable)

(\* delete as

\* The medicine should be stored in the fridge

Additional information (about the medicine) or specific instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Medicine must be delivered personally to the school office who will record the information and send the medication down to the classroom to be stored in an orange bag.
- Parents/carers are encouraged to ask GPs to prescribe an antibiotic which can be given outside of school hours wherever possible. Three times a day doses can be given before and after school and at bedtime.
- Any prescribed medicine must be supplied to the school in a container clearly labelled (by the Pharmacist) with the name of the medicine, full instructions for use and the name of the pupil.
- All medicines should be in the original container bearing the manufacturer's instructions for administration, dosage, and storage (the school may refuse to administer any medicines supplied in inappropriate containers).
- Medications must be renewed when required as the school cannot administer out-of-date medications.
- The Head Teacher reserves the right to withdraw this service.

This form should be renewed by the parent/carer if there are any changes to a pupil's medication or dosage.

Parent/Carer Signature: \_\_\_\_\_ Name (Block Capitals) \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only Date received \_\_\_\_\_  Class Copy  EdGen  EdGen scan  file



### **APPENDIX – 3 Use of Emergency Auto Adrenaline Injectors (AAI)**

|   |
|---|
| <b>CONSENT FORM</b><br><b>2021-2022</b><br><b>Use of Emergency Auto Adrenaline Injectors (AAI)</b><br>Pupil showing symptoms of allergy and anaphylaxis |
|---|

|  |  |
|--|--|
| I, (Name of Parent or Guardian)  |  |
| Of (permanent address)   |  |
| Child's name and date of birth   |  |
| <ul style="list-style-type: none"><li>• I confirm that my child has been diagnosed with an allergy and has a prescribed an auto adrenaline injector.</li><li>• I confirm my child has a working in date auto adrenaline injector clearly labelled and has been advised to keep it with them at all times.</li><li>• In the event of my child displaying symptoms of anaphylaxis and if their AAI is not available or is unusable I consent to my child receiving adrenaline from an emergency AAI held by the school for such emergencies.</li></ul> |  |
| Signature of Parent or Guardian:   |  |
| Date:  |  |

Or, If NOT WISHING TO CONSENT

|                                       |  |
|---------------------------------------|--|
| I do NOT give my consent to the above | Please tick BOX <input type="checkbox"/> |
| Signed                                |  |
| Date:                                 |  |
| PRINT NAME:                           |  |

We will ask you to update this form each school year.

Office use only Date received \_\_\_\_\_  Class Copy  EdGen  EdGen scan  file

**APPENDIX – 4 Use of Emergency Salbutamol Inhalers**

|  |
|--|
| <p>CONSENT FORM<br/> <b>2021-2022</b><br/> <b>Use of Emergency Salbutamol Inhalers</b><br/> Pupil showing symptoms of asthma</p> |
|--|

|   |  |
|---|--|
| I, (Name of Parent or Guardian)   |  |
| Of (permanent address)  |  |
| Child's name and date of birth  |  |
| <ul style="list-style-type: none"> <li>• I can confirm that my child has been diagnosed with asthma and has a prescribed a salbutamol inhaler.</li> <li>• My child has a working in date inhaler clearly labelled and has been advised to keep it with them at all times.</li> <li>• In the event of my child displaying symptoms of asthma and if their inhaler is not available or is unusable I consent to my child receiving an emergency inhaler held by the school for such emergencies.</li> </ul> |  |
| Signature of Parent or Guardian:  |  |
| Date:   |  |

Or, If NOT WISHING TO CONSENT

|                                       |  |
|---------------------------------------|--|
| I do NOT give my consent to the above | Please tick BOX <input type="checkbox"/> |
| Signed                                |  |
| Date:                                 |  |
| PRINT NAME:                           |  |

We will ask you to update this form each school year.

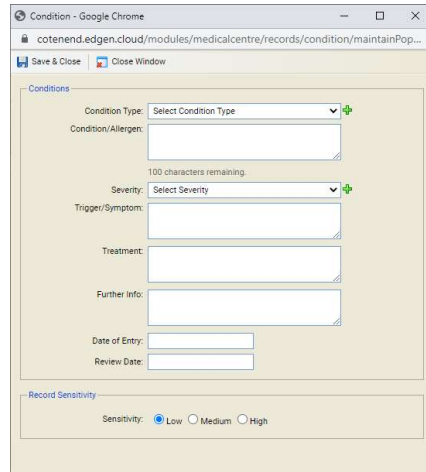
Office use only Date received \_\_\_\_\_  Class Copy  EdGen  EdGen scan  file

## APPENDIX - 5 Record Entry In EdGen

Records are monitored and kept throughout the child's time at school and an archive of superseded or out of date information is maintained for reference.

A child's record in the Medical Centre records the following:

### Condition



Condition - Google Chrome  
cotenend.edgen.cloud/modules/medicalcentre/records/condition/maintainPop...

Save & Close Close Window

Conditions

Condition Type: Select Condition Type

Condition/Allergen: [Text Field]

100 characters remaining.

Severity: Select Severity

Trigger/Symptom: [Text Field]

Treatment: [Text Field]

Further Info: [Text Field]

Date of Entry: [Text Field]

Review Date: [Text Field]

Record Sensitivity

Sensitivity:  Low  Medium  High

A separate record is maintained for each condition. Each condition is tagged with a severity level of Low, Moderate or Severe

- If the condition has a care plan or is deemed severe/life threatening then it should be tagged as **severe** in EdGen in the child's medical centre record. This will be flagged in red in the pupil record. This includes all children with Asthma.
- If the condition is current but does not have a care plan but may have medication it can be tagged as **moderate**.
- If the condition is current and to be noted but does not require action, medication or a care plan then it can be tagged as **low**.
- 'Standard' will not be used as a tag.
- Diet preferences and allergies are treated as conditions

### Medical Centre Record

The severe conditions will be highlighted in red.

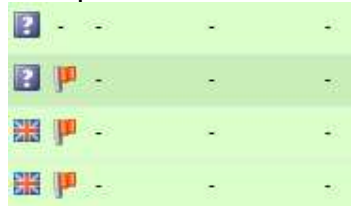


Manage Conditions Audit Log

Add Condition Record Sensitivity Restriction: High Current [1] Archive [0] All [1]

| Condition Type          | Severity | Review Date | Editor     | Date [Time]         |
|-------------------------|----------|-------------|------------|---------------------|
| Allergy (Allergy - Nut) | Severe   | -           | [Redacted] | 06-Oct-2021 [12:24] |

Medical conditions are given an orange flag in the class register. If flag is clicked it will open a window with the details.



## Medication

Medication

Supplier: Select Supplier

Location: Select Medication Location

Medication: Select Stock Item

Non Stock Medication:

Dose:

Date of Issue: 10/11/2021

Time of Issue: 09:47

Expiry Date:

Medication Consent:

Notes:

Record Sensitivity:

Sensitivity:  Low  Medium  High

Details of all short- or long-term medication for the child are recorded here.

If a course of medication is finished then the record is archived but still available for reference.

The parental consent box should be ticked to show that the medication form has been received and consent to administer has been given

## Parental Consent

Parental Consent

Type: Select Type

Consent Given: Select Consent Given

Notes:

Show To Parents:

Date Received:

Review Date:

Record Sensitivity:

Sensitivity:  Low  Medium  High

This is used for items such as AAI or inhaler emergency use consent.

(Consent for administering a particular medication is stored in the record of that medication.)

## Medical History

Medical History

Type: Select Type

Notes:

Created Date: 10/11/2021

Review Date:

Record Sensitivity:

Sensitivity:  Low  Medium  High

Medical history is used for background and conditions that are no longer an issue.

For instance previous speech and language or suspected conditions that were ruled out.

This is for useful information on the child but requires no current action.

## Documents

Document

Document:

Category: Select Category

Name:

Description:

100 characters remaining.

Record Sensitivity:

Sensitivity:  Low  Medium  High

This is used to store scanned documents such as care plans, information about the child's condition, correspondence from the parents and other relevant information. The document is uploaded and should be given a useful name to help retrieval.