

# Medical Procedures Policy

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December 2016

## ADMINISTRATION OF MEDICINES

### SECTION 1 – GENERAL MEDICATION

The following points will be considered in the first section of the policy:

1. Prescribed Medication
2. Storage of Medication in School.
3. Administration of Medication in School.
4. Recording Procedure.
5. Transport of Medication to and from School.

#### 1. Prescribed Medication

All medication should have been prescribed for a particular pupil by their General Practitioner or Paediatric Consultant.

All medication should be in the container in which it was originally dispensed, clearly labelled with the name of the child, name and dose of medication and the date dispensed.

It is the responsibility of the Class Teacher to ensure medication is in date and there is sufficient medication in school.

Non prescribed medication is not to be given. First Aiders may administer paracetamol (Calpol). Verbal consent from parent/carer must be obtained.

#### 1b. Enteral Products

All enteral products should have been prescribed by a GP/Dietician or consultant.

Enteral feeds should be in their original packaging as dispensed by the pharmacy, clearly labelled, and should not be sent into school already made up unless the feed is already in progress.

#### 2. Storage of Medication in School

All non-emergency medication, including controlled drugs, should be kept in the locked medical cabinet/cupboard in the pupil's classroom. If medication needs to be refrigerated, it must be kept in the locked fridge in the Multi Agency Room.

Emergency medication including inhalers, insulin or glucose, injectable adrenalin and rescue meds should be kept accessible for the relevant pupil at all times, along with the accompanying protocols.

### **3. Administration of Medication in School**

Medication should be administered by a Teacher or Teaching Assistant who knows that pupil.

When giving medication staff should:

- Check the pupil's name against the name on the medicine bottle/packet.
- Check the name of medication, date prescribed and expiry date.
- Check the dosage.
- Check the medication is given at the right time.
- Medication should be checked by two members of staff before administration. Both staff members should sign the drug chart.
- Administer medication in accordance with the protocol, following the instructions exactly.
- When medication is given orally, observe until it has been swallowed.
- Staff administering non oral medication must be trained by an appropriate specialist. This includes gastrostomies, inhalers and emergency meds. Some medications, e.g. insulin and paraldehyde can only be administered following specific training.
- Medication should only be given to the person it is prescribed for.
- Any concerns about the medication needing to be administered should be checked with the parent/carer. If, for any reason, the medication is not given, parents should be informed.
- If a pupil is refusing to take their medication, parents should be contacted immediately.
- If staff are unhappy about administering medication for any reason, they should consult with a member of the Leadership Team.
- Any redundant or surplus medication should be returned home.
- All medication will be sent home over the summer holidays.

### **4. Recording Procedure**

Pupils requiring medication, including enteral feeds, will have an individual medication sheet. This should be signed immediately after a medication has been given by the person administering the medication and by the witness. These records will be retained in school until the child is 25 years old.

Controlled drugs must be recorded in a separate recording book each pupil.

## **5. Transport of Medication to and from School**

Medication is transported with the pupils in their school bag. When medication arrives in school, it should be placed immediately into the locked medicine cabinet/cupboard in the pupil's classroom or, if it requires refrigeration, in the fridge in the medical room.

## **SECTION 2 - FIRST AID**

In an emergency situation call 999.

The school has 2 people trained in First Aid at Work. This is principally to support employees if they have an accident at work.

There are up to 30 staff trained in Basic First Aid and Paediatric first aid. This includes CPR. These people are able to support pupils if they have a minor accident or to carry out CPR if needed.

Oxygen will only be administered to individuals for whom it is prescribed, and by staff who have been trained to administer.

There are first aid kits in the two teaching corridors (Primary and Secondary Hygiene rooms) and in the admin office.

There is a defibrillator in the admin office. There are a number of people trained to use this, however if none of them are available, anyone can use the defibrillator by following the instruction given by the machine and the 999 operative.