

Medication Policy – Including EYFS

The contents of this policy apply to the whole of Hampstead Hill School, including Early Years.

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1. Introduction

Some pupils will have medical conditions that require support so that they can attend school regularly and take part in school activities.

Some children may be unable to attend school because of their medical condition and where this happens there should be arrangements in place to ensure the continuation of their education.

Staff at school are not obliged to administer medication to children. However, it is the school policy for appropriate Staff (who have received the relevant training), wherever possible, to assist children and Parents by supervising or administering medicines when this is essential. Where a child needs a high frequency of medication, we may request that Parents visit school to administer this.

Certain conditions must be considered before agreeing to requests to administer medicine to the children in our care.

- Parents/Carers must ensure that all medicines are clearly marked with the name of the child, the dosage and the times that the medicine should be administered. (Please provide a spoon).
- Parents/Carers (not children) must hand the medicine directly to the office Staff or The Headteacher.
- Parents/Carers MUST fill in the *Parental Request for Medication to be Administered in School* (see Appendix 2) and return it, giving permission for the medicine to be administered at the school.
- Parents/Carers of children with more complex medication needs must contact the school.

2. General Principles

The Headteacher and School Staff should treat all medical information as confidential.

On the child's admission to the school the parent/carer will be asked to complete a registration form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital consultants, allergies, special dietary requirements and any other relevant information. It is the Parent/Carers responsibility that they keep this information updated as necessary on iSAMS.

Parents/Carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible, for example, asthma preventer inhalers, anticonvulsant medication and antibiotics.

3. Roles and Responsibilities

3.1 The Headteacher

- The Headteacher is responsible for developing, and regularly reviewing, HHS's policy and related policies and procedures or delegating to the Compliance Officer.
- Copies of the Administering Medication Policy are available to all Staff and Parents/Carers via the school's website.
- Staff are familiar with the policy and procedures.
- Staff receive support and training appropriate for the tasks they undertake.

3.2 Parents/Carers

- Provide HHS with a completed Parents Request for Medication to be Administered in School (verbal instructions are not acceptable).

- Provide the school with the medication required.
- The medication should be as dispensed in the original container and must be clearly labelled with:
 - Name of child
 - Name of medication
 - Strength of medication
 - Dose of medication
 - When it should be given
 - Length of treatment /stop date, where appropriate any other instructions
 - Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)
- Liquid medicines should be accompanied by a 5ml medicine spoon or oral syringe.
- If the medication and/or dosage needs to be changed or discontinued the school must be informed in writing.
- Ensure that medication is replenished when needed.

3.3 Staff

- Should only administer prescribed medication.
- When a school does agree to administer medication during the school day Parents/Carers must provide a completed *Parental request for Medication to be Administered in School* form.
- The medication and form should be collected by both Lower and Upper School Coordinators and securely stored.
- Schools should work in partnership with Parents/Carers to ensure that medication is still fit to use, and that equipment and devices are in good working order.
- If Staff have any concerns related to the administration of a medication, Staff should not administer the medication but check with the Parents/Carers.

4. Storage of Medication

School medication such as Calpol and Piriton, when not in use, should be stored in a safe and secure place. The safe and secure place is:

- A locked cabinet in the Upper School in the School Coordinator's office.
- A locked cabinet in the corridor near the IT room in Lower School.

Some medications need to be refrigerated. These will be clearly identified and stored:

- Upper School in the small fridge in the Kitchen.
- Lower School in the small fridge in the IT Room.

When collecting refrigerated medication, children should never enter the Kitchen or the IT Room. The member of staff administering the medication should retrieve the medication themselves and bring it back to the classroom or the medical room prior to administering it to a child.

Children's medication such as EpiPens and inhalers will be kept in red bags in their classrooms. These are clearly labelled with the child's first name. They are stored visibly on a hook out of reach of children. They will be taken with the children at all times.

Classrooms where EpiPens or Inhalers are present have signs to indicate that there is one present in the room.

The school's appointed persons (Upper School Swimming Teacher and Nominated First Aider) will check the medication in first aid kits at least once every term, to ensure that medication has not reached its expiry date.

5. Administration of Medication

Staff agreeing to administer medication will have received training appropriate to the tasks they are asked to perform.

Facilities are available to enable Staff to wash their hands before and after administering medication and to clean any equipment used after use.

Medication should only be administered to one child at a time.

It is expected that in normal circumstances the child requiring medication will be known to the member of Staff administering it.

If there are any concerns about giving a medication to a child, then the member of Staff **must not administer the medication** but should check with the Parent/Carer.

Immediately after administering, or supervising the administration of prescribed medication, the *Parental Request for Medication to be Administered in School* should be completed by staff member who has administered the medication. Similarly, the *Medicine Administration Form* should be completed after administering Calpol or Piriton.

When a medication cannot be administered in the form in which it is supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the parent/carer, following advice from a healthcare professional.

If a child refuses to take a medication, they should not be forced to do so. Refusal should be documented. Parents should be informed as soon as possible on the same day. A member of SMT or SLT will notify parents of medication refusal. If a refusal could result, or results in an emergency then emergency procedures must be followed.

When administering medication, Staff should adhere to the following steps:

1. Retrieve the medication from where it is being stored
2. Ensure a second member of Staff is present while administering any medication
3. Follow the 6 rights, ensuring all information is checked by two Staff members
 - a. Right pupil – Ask the child's name and check it against the name on the medication container.
 - b. Right medicine - Check the child's name on the actual medicine with the name stated on the medicine plan or administration sheet to ensure they are the same.
 - c. Right dose - Check the written instruction on the label every time you administer.
 - d. Right route – Check the written instructions on the medication for how and where to administer it.
 - e. Right time - Check the frequency of giving the medicine, check the time and check the child has not already received the medication.
 - f. Right to refuse – If a child refuses to take the medication, do not force or coerce them to. Record the incident and inform a member of SMT or SLT along with the parents.

6. Medical Room

The medical room is located to the left of the kitchen. This space also serves as the accessible and adult toilet. Should a pupil or Staff member need medical attention, medication administration, or a private space, the medical room will be used. It is equipped with first aid equipment, a place to lie down if needed, and a hook on the door for supervised medical examination.

7. Record Keeping

A *Parental Request for Medication to be Administered in School* form must be completed each time there is a request for medication to be administered.

The form will be signed by a member of SMT, SLT and/or The Headteacher.

If Staff take responsibility for the administration of a medication they must keep a record of the medication & dose given on the *Parental Request for Medication to be Administered in School* form.

Reasons for any non-administration of medication should be recorded and the parent/carer informed as soon as possible - "wasted" doses (e.g. tablet dropped on floor) should also be recorded.

Changes to instructions should only be accepted when received in writing. A fresh supply of correctly labelled medication should be obtained as soon as possible. All actions should be documented.

8. Out of School Activities / Extended School Day

If medication is required during a school trip it should be carried by the member of Staff responsible for administering the medication.

If a child requires a travel sickness remedy, Parents/Carers should provide written consent and a suitable medication in its original container.

It is essential to inform all members of Staff who may have responsibility for the child during the day about the need for medication and what to do should a medical emergency arise.

9. Pain Relief

The only pain relief Staff should administer in school is Calpol. It is only given if parental consent is given – Staff should consult registration forms and/or iSAMS.

10. Medical Emergencies

Emergency medication must always be readily accessible and never locked away. A copy of the child's individual action plan will be kept with the medication and will include clear precise details of the action to be taken in an emergency.

If a school agrees to administer emergency medication, specific specialised training is required. Staff who agree to administer emergency medication must have training from an appropriate health care professional (e.g. nurse specialist, nurse educator or nurse adviser) which should be updated as necessary.

Centralised records are kept of all first aid and medication administration training received (see First Aid Policy).

Children who are at risk of prolonged seizures may be prescribed emergency medication e.g. buccal Midazolam or rectal Diazepam. When rectal medication is administered there must always be two members of Staff present, preferably one the same gender as the pupil.

Children who have diabetes must have an emergency supplies kit available at all times. This kit must include a quick acting glucose in the form of glucose sweets or drinks. Most children will also have a concentrated glucose gel preparation (e.g. Glucogel). These are used to treat low blood sugar levels

(hypoglycaemia). The kit must also contain a form of longer acting carbohydrate such as biscuits. If blood glucose monitoring is undertaken in school, the medical exams rooms are available.

Asthma can be a serious condition. Children who are known to have asthma must have a reliever inhaler available at all times in school, in their red medical bags. Children with EpiPens have Care Plans in their red bags with emergency contact information, EpiPen administration information, and GP details.

11. Food Supplements and Alternative Medications (E.G. Homeopathic and Herbal Remedies)

HHS only agrees to administer food supplements and alternative medications which have been prescribed or supported in writing by a General Practitioner or Consultant.

12. Treatment of Attention Deficit Hyperactivity Disorder (ADHD)

When medication is prescribed for ADHD it is usually as part of a comprehensive treatment programme and always under the supervision of a specialist in childhood behavioural conditions. A lunch time dose of medication may be required to control the child's symptoms during the afternoon, thus allowing effective learning to take place.

Methylphenidate (e.g. Ritalin, Concerta XL, Equasym) is a stimulant medication that is used in the UK for the treatment of ADHD.

13. Disposal/Return of Medication

Parents/Carers are responsible for ensuring that any medication no longer required safely disposed of.

Medications should be returned to the child's parent/carer:

- When the course of treatment is complete
- When labels become detached or unreadable
- When instructions are changed
- When the expiry date has been reached
- At the end of each half term

No medication should be disposed of into the sewage system or into the refuse. Current waste disposal regulations make this practice illegal.

Medical waste will be disposed of in a yellow medical waste bag or sharps container, stored in the medical exam room.

14. Links with other policies and documents

This policy links to our policies on:


- First Aid Policy

Last Review	October 2023
Next Review	October 2024

Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.

Name	 Ross Montague Headteacher
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Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.

Appendix 1: Nominated First Aiders and Medication Administrators

Hampstead Hill School Nominated First Aiders & Medication Administrators

Lower School



Sian Hoskins

Emergency First Aid in Schools

Upper School



Jenni Magloire

Emergency First Aid in Schools



Judy Loblack

IQL Level 2 Lifeguard

Appendix 2: Parental Request for Medication to be Administered in School

Parental Request for Medication to be Administered in School

Pupil Details	
Pupil's Name: _____	Date of Birth: _____
Home Address: _____	
_____ Phone Number: _____	
Year Group: _____	Class: _____ Emergency Tel: _____
Medical Details	
I request and give my consent for my son/daughter to have the following prescribed medication administered by school staff as indicated:	
Nature of medical condition: _____	

Name of medicine(s): _____	

Medicine prescribed by (circle one): General Practitioner / Hospital Consultant / Other	
Name: _____	Position: _____
Practice/Hospital/Other Address: _____	
_____ Department (if applicable): _____	
Times at which medicine(s) to be given: (please specify time or 'as required'):	

Dose of medicine(s) to be given and means of administration:	

Length of time current supply of medicine(s) will cover and expiry date:	

Emergency Contact Details

Name: _____ Parent / Carer (circle one)
 Mobile Tel: _____ Work/Other Tel: _____
 Other Emergency Contacts: (please provide GP's details and at least ONE other contact)
 GP's Name: _____ Tel: _____
 Name: _____ Tel: _____
 Name: _____ Tel: _____

Prior usage of medication/previous doses given

If several doses of medicine are due in a 24hr period, please endeavour to give one dose before school and one dose after school – please record all doses given at home below and return the form to school daily.

Date	Time Given	Medicine & Dosage	Given by (name/position)

Parental Responsibility

1. I accept responsibility for delivering the medicine(s) personally to the Headteacher or nominated member of the promoted staff, and to replace medicine(s) wherever/whenever necessary.
2. I accept responsibility for advising you immediately of any change of treatment prescribed by any doctor/hospital.
3. I understand and accept that the school administers the medication voluntarily at my request.

Signed: _____ (Parent/Carer) Name: _____ Date: _____

Confirmation of the School's Agreement

I agree that (pupil's name) _____ may receive the medication detailed on this form at the specific times also detailed. Unless parental advice and consent has been given otherwise (pupil's name) _____ will be given the medication by an authorised member of staff.

This agreement will continue either until the end of the course of medication or until we are instructed by parents in writing.

The school may review these arrangements any time subject to suitable notice being given.

Signed (member of SLT): _____ Name: _____ Date: _____

Appendix 3: Form for Staff Administration of Calpol or Piriton at School

Medicine Administration Form

Child's Name _____
Staff Member _____
Date administered _____
Time Administered _____
Medicine _____
Dosage of medicine administered _____
Circumstances of administration _____

Signature of parental acknowledgement _____
Date _____