



Administration of Medicines Policy (including First Aid training)

Updated: July 2013. To be reviewed at appropriate intervals.

1. The policy adopted by Upton-By-Chester High School for the administration of medicines, is in accordance with the Guidelines adopted from Cheshire West and Chester County Council. Under current guidelines parents have the prime responsibility for their child's health, and should provide the school with all relevant information about a child's medical condition.
 - 1.2 Whilst there is no legal duty for schools to administer medicines, the school recognises the fact that some students require medication on a regular basis throughout the school day. Therefore to ensure sustained access to education, the school is willing to accept the responsibility for controlled administration of prescribed medication, provided the following procedure is rigorously adhered to.
2. In general the school only accepts medicines which have been prescribed by a doctor, dentist or nurse practitioner. All medicines should be brought into school by a parent or another designated adult. Medicines should be in the original containers provided by the dispensing chemist along with any product instructions; they should also be clearly labelled with the name of the student, dosage of the medicine required and frequency. **Please note the school will not accept any medicines which have been taken out of the packaging, and will only administer the dosage stated on the container.**
 - 2.1 Upon receipt of the medicine the school principal first aid officer will ask the parent or responsible person to complete a request for the administration of medicine form (F1). See Appendix 2. The form will detail the name of the medicine, the duration of the course, dose prescribed and times to be given. All medicines which need to be refrigerated will be kept in a designated fridge within the first aid room, which has restricted access. Only small quantities of medicines should be supplied to the school at any one time. All students who require the use of an adrenalin pen (epipen) or an inhaler are instructed to carry spare equipment on their person, with a further reserve locked in the first aid room.
 - 2.2 If a student brings to school any medicine for which the school has not received written notification, the staff at the school will not be responsible for that medicine.
 - 2.3 Additional blank copies of form F1 are available on request from pastoral staff, and the school principal first aid officer.
3. The completed form F1 is retained on file by the school principal first aid officer. A copy is placed on the student's file, and a further copy is filed by the

Premises Manager who has overall responsibility for assessing and reviewing health and safety practices and procedures.

4. In exceptional circumstances the school may consider requests from parents to administer non-prescribed medicines to students, provided that a written agreement has been agreed with the parents, accompanied by a doctors or health professional's letter. The doctor's letter should provide detailed information regarding the need to administer specific medicines, and the required dosage to be administered.
5. Where an agreement has been reached for the school to administer prescribed medicines, the school principal first aid officer will ensure that form tutors, and Hall Heads are made aware of the medicines being taken by the pupil, any likely side effects, and information on how to manage the young person in the event of an emergency. Only the school nurse, principal first aid officer or deputy first aid officers qualified to administer first aid, are authorised to administer or supervise the administration of medicines. All first aid staff receive regular first aid and refresher training.
 - 5.1 All relevant staff are briefed termly in relation to the school policy and practices for the administration of medicines. All medical request forms are reviewed on a termly basis by the principal first aid officer, and parents are contacted to ensure that there has been no change in medical circumstances. Medicines stored on the school site are also checked on a termly basis, and parents are instructed to collect any unused medicines for safe disposal. Any medicines not collected by parents will be taken by school staff to a local pharmacy for safe disposal.
6. The administration and recording of medicines is strictly controlled and recorded to ensure the safety of pupils. Information derived from forms F1 and F2 is recorded on individual student health care plans, along with information on how to manage the young person in the event of an emergency. In the event that a student refuses to take the prescribed medicine, staff is instructed not to force them to do so, but note this on the student care plan, and inform parents of the refusal on the same day.
7. It is important that parents of new students ensure that the school is aware of any pre and existing medical history. This will ensure that a full Health Care Plan can be adopted, involving the parents and any medical professionals to take into consideration all aspects of the students needs. This should include but not be limited to:
 - Details of the young persons condition i.e. Asthma, Epilepsy, Diabetes, Anaphylaxis
 - Special requirements such as dietary needs, or pre- activity precautions
 - Any side effects of the medicines
 - What constitutes an emergency
 - What action to take in an emergency
 - Who to contact in an emergency
 - The role staff can play

By being aware of the long-term needs of the student, day to day measures can be taken to ensure the risk from certain conditions is managed effectively. For example

students with Diabetes may need to eat regularly during the day, or in the case of an allergy to certain foods, policy measures need to be put in place to ensure that the student does not come into contact with those foods. A register providing detailed information on each student's medical condition is held in the first aid room and the dining hall, for staff to consult in an emergency. This identifies students who have a specific risk such as anaphylaxis shock.

7.2 In the event of an emergency all staff are instructed to make the student comfortable, call the school reception and request the presence of a first aid officer. The first aid officer will take charge and assess the situation. If deemed necessary an ambulance will be called and the student will be escorted to hospital by the first aid officer. The school reception staff or a senior member of staff will then contact the pupil's parents or guardian to inform them of the situation.

7.3 Students who are able should be encouraged to take responsibility to manage their own medicines. If parents and their general practitioner feel that this is a suitable option for the student, but wish to control the dosage administered then the school principal first aid officer will supervise the administration of the medicines and record the activity on the student personal care file.

8 Educational Visits

The school has rigorous procedures for managing prescription medicines whilst on school visits and outings. The staff member responsible for organising the trip issues a pre-trip medical form (Form C) to all parents, requesting relevant information pertinent to the trip. Information derived from this along with information taken from the individual care plan is used to assess the level of risk for individual students. Parents and carers are also asked to give permission for the teacher in charge of overnight and foreign visits to provide a small amount of paracetamol if necessary. Provision is made for either a qualified first aid person to accompany the trip or first aid provision being made available at the point of destination.

APPENDIX 1

FIRST AID TRAINING

MANAGING UNWELL STUDENTS including ADMINISTERING MEDICINES

1. When the Medical Room is empty both Inner and Outer Doors should be locked. If you are going anywhere but the Photocopy Room please let Student Reception and the Main Office know so we can contact you.
2. If a Student is waiting to be collected and there is no-one else in the waiting room, the Inner Door must be locked. (Beware if the outer door is left open Students will just walk in and sit down so it is worthwhile checking on a regular basis)
3. The Wheelchair is kept in the Ladies toilet in A Block
4. First Aiders are: Jon Arnall (A Block), Alison Doyle (Finance Office), Sharon Doran (Finance Office), Paula Rawlinson (Main Office), Marion Doran (Front

- Office), Karen Mitchell (Geography/D Block), Wendy Gordon (MFL/E Block), Jennie Critchley (MFL/E Block), Monica Maxwell (Midday Assistant).
5. Please keep the Medical Room keys on you at all times do not leave them lying around. A spare set can be found in the Finance Office.
 6. All students must have a pass to be seen by the First Aider (unless it is obvious they are ill). If a Student attends the Medical Room before a lesson starts please put a note on SIMS to alert the Teacher and Attendance Officer as to their whereabouts.
 7. Do not allow students to have friends stay with them whilst in Medical Room. If another student has escorted someone to the Medical Room send them straight back to their lesson.
 8. The only students that should be in the Medical Room are ones that are ill, waiting to go home, and ones that have a Time Out Pass. Other students should be asked to return to class if they cannot be collected. There will be circumstances where parents cannot come straight away and they will have to wait in the Medical Room in this instance please update SIMS to alert the teacher and the Attendance Officer to their whereabouts.
 9. Should a student need to go home please make sure you give them an Absence Letter this informs Parents they need to ring each day their child is absent.
 10. Only use the telephone contacts in priority order as listed on SIMS do not use any other contacts that the student may provide from their mobile phone (we have only been authorised to contact the names on SIMS unless it is an emergency and you feel the contact is genuine). There may be occasions where the parent contacts someone else to collect their child, this is fine but we need to have the name of the person who is going to collect the student and who they are (please make a note of the name of the person on the Minor Incident Form and inform Student Reception with the name and who they are)
 11. All students must be signed out at Reception by the person collecting them; Students are not permitted to wait outside or to meet parents elsewhere.
 12. Students that come to the Medical Room for tablets on a daily basis should come on their own not bring friends (if they bring friends it clogs up the waiting area and the noise levels go up).
 13. All students even Lower/Upper Sixth must go through the Medical Room to go home they cannot just ring/text home to be collected.
 14. If a Parent cannot collect their child they can arrange for a taxi to collect them/or we can arrange for a taxi (to be paid for by the Parent), we use Abbey Taxi's – 01244 318318. **TAXI DRIVER MUST BE INFORMED BY PARENT/SCHOOL THAT THEY GO TO THE ADDRESS GIVEN BY THE PARENT/SCHOOL NOT WHERE THE STUDENT TELLS THEM.** Please ask Parent to confirm by ringing us that their child has arrived home safely.
 15. Any difficulties where Parents/Grandparents are unable to get into school and the Student is not well enough to go in taxi guidance needs to be taken from Headteacher/SLT.
 16. We are only allowed to administer Prescription Medication – The Medication needs to be in the original box with the Prescription Notes attached and the schools appropriate documentation completed and signed by the parent.

17. All Prescription Medication is kept in the two locked wall cabinets and fridge in the Medical Room. These must be kept locked at all times, when issuing Medication the First Aider must administer themselves and not allow the student to do so and the cabinet locked immediately afterwards. **You** should count out/measure the required dose and watch it being taken. Students **should not be left unattended** whilst taking their medication.
18. No school provided paracetamol can be administered to students. If a student requires any form of medication that is not Prescription as described above the parent must bring it in, with a letter of authorisation giving details of the medicine and circumstances concerning when it can be given, and the student must take it in the Medical Room. Students are not encouraged to bring any form of medication into school to carry in their bags (apart from Inhalers/Epipens/Diabetic Treatment).
19. If a student has parental permission, in writing, to take a medicine infrequently on a needs basis e.g. paracetamol, the parent must be phoned at the time of each request by the student to ensure permission is still granted and whether the student has had medication at home before school that day. Medication should not just be given out without this permission. If the parent or carer cannot be contacted then medication **must not** be given.
20. Minor Incident Forms must be completed for every student that attends the Medical Room. Keep them precise.
21. All head injuries must be reported to the parents however minor they may seem, parents are then given the opportunity to take the student home should they wish. A Head Injury Form must be completed and given to the Student to pass onto the Parent (this can then be used to give detailed information and times should the Student visit A&E later in the day). Please put a note on the Minor Incident Form that you have given this form to the student.
22. Should a major incident occur (assault/near miss/use of ambulance) a Accident/Incident Report Form should be completed by the member of staff that was present when the incident occurred (as soon as the incident has been dealt with take this Form to them and ask them to complete immediately), this then needs to be signed by the Headteacher or a member of SLT. The completed form should then be given to Julie Gerke. This all needs to be done on the day of the incident.
23. Should you need an Ambulance ask Main Reception to call, let them know the Students name and a brief description of the injury and let them know where you are. They will arrange for the Ambulance to come directly to you and will inform Parents that they need to meet the Ambulance at school if they can come immediately and live local or to meet you at A & E. Please put someone's extension number in your Mobile so you can get in touch with Reception straight away.
24. All Students that have Asthma should carry an Inhaler with them and we should have a spare that is kept in the Medical Room.
25. All Students that have an Epipen should carry one and be encouraged to let their friends know they have an allergy, what they are allergic to and where their Epipen is kept. We must have a second Epipen kept in the Main Office. (Dates to be checked/students informed if going out of date and parents telephoned).

26. We have Students with Type 1 Diabetes that all manage their own medication, there are times when their blood sugar levels can be quite erratic but the student can normally manage this themselves, please allow them to stay in the medical room until feeling better, assistance maybe required should they become confused, do not leave them. Insulin must be kept in the Fridge.
27. Try to discourage Students from using the Drinks Fountain in the Medical Waiting Area, this Fountain should be used for Medical purposes only – Students do tend to congregate at break, lunch and between lessons to get a drink wasting time when they should be in lessons (students should not be allowed to get a drink during lesson time, they should have a drink brought from home). Obviously in extreme heat this is relaxed. Students should bring their own bottle to school with them. Drinks Fountains are situated in the Art Department, C Block, Drama Block, D Block, Dining Room Foyer and Sandwich Room, the latter two being the most appropriate.
28. The drink cups that are in the Medical Room are for Medical use only they should only be given to Students to get a drink if they are unwell.
29. Students do tend to come to the First Aider as a first point of contact for Personal Issues, this needs to be referred to the Heads of Hall/Assistant Heads of Hall by telephone call to be dealt with as soon as possible. If you cannot get in touch by telephone please refer by email and send the Student back to lesson. There will be certain times that it is not possible to send them back to lesson as they may be very upset, in this case ask for guidance from Headteacher/SLT

APPENDIX 2

The Administration of Medicines in Educational Establishments

Upton-by-Chester High School

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth Group/class/form

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

SignedPrint Name
(Parent/Guardian)

Daytime telephone number

Address
.....

Note to parents:

- 1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.*
- 2. Medicines must be in the original container as dispensed by the Pharmacy.*
- 3. The agreement will be reviewed on a termly basis.*