

# Birkdale High School



Birkdale  
High School

Aspire - Thrive - Succeed

## Medicines Policy



## **Birkdale High School** **Medicines Policy**

*Date of Policy:* November 2016  
*Members of staff responsible:* Assistant Headteacher - Safeguarding  
*Review date:* November 2017

### Rationale

Birkdale High School recognises that some students will need medication at some time whilst they are in school. Parents retain responsibility for their son's medical needs, however the school recognises that it may be necessary for medicines to be administered during the school day, and will therefore ensure that robust procedures are in place to both promote students' well-being and to safeguard the pupil, school and the individual administering medication.

**School will only accept medicines that are in the original dispensing container/packaging and is clearly labelled with the student's name, dosage instructions, contents and expiry date, together with written permission from a parent to administer the stated medication.**

### General Principles

Medicines should only be brought into school when essential; that is where it would be detrimental to the child's health were it not to be administered during the course of the school day. Parents are encouraged to administer doses outside of school hours wherever possible (e.g. antibiotics required three times daily could be taken before school, immediately after school and at bedtime).

Where essential medication is required to be administered during the school day, it is imperative that to note:

- School will only accept medicines that have been prescribed by a relevant medical practitioner.
- Parents are responsible for ensuring that any medicines which are required to be administered during the school day are prescribed by a qualified medical practitioner and for providing details of the medication and the administration of it.
- Medicines will only be accepted that are in the original container with the prescriber's instructions for administration. The school will not accept medicines that have been taken out of the original container.

- Non-prescribed medication will not be administered without specific written permission from a parent, and a Request to Administer Medication has been completed.
- Medicines will only usually be administered at break and lunch times.
- Pupils will be encouraged to manage their own medication, with doses being only recorded by staff.
- Medication will be administered only by First Aid trained staff on a voluntary basis.

## Responsibilities

### School

- To store all medicines in a secure environment.
- To ensure only appropriately trained staff administer medication.
- Maintain comprehensive records of the medicines held on site. Details to include; recipient, name and dose of medication, when to be administered and parental consent forms.
- To remind parents when medication is due to expire or advise that medication has all been used.
- The school will only ask trained First Aiders to administer medication. This will be on a voluntary basis, and all staff will be fully indemnified against claims for negligence provided they are acting within their conditions of service and following the school medical policy.
- Routine medication will only usually be administered at break or lunch times.
- To comply with provisions contained in a Care Plan wherever possible.

### Parents

- Be responsible for all their child's medical needs.
- Provide the school with information of their child's medical condition, **in writing**.
- Provide written consent for the administration of medication.
- Provide medication which is in date, in the original dispensing container and/or packaging and is clearly labelled with details of the student, dosage instructions, contents and expiry date.
- Organise replacements promptly when necessary.
- Provide the school with a copy of their child's Care Plan where appropriate, e.g. students requiring Epi-pens or with long term medical needs.

## Procedures

### General

- Medicines should only be taken to school when it is essential to be administered during the school day.
- All medication to be administered must be accompanied by written consent from parents, and this will be the parent with whom the school has day-to-day contact. (Consent from one parent is sufficient unless consent is usually and exceptionally required from both parents). The school's Request to Administer Medication form must be completed – see appendix

- A separate form must be completed for each medicine to be administered.
- All administrations of medicine must be recorded on the reverse of the Request to Administer Medication – see appendix. This must be completed prior to administering medication as a check to avoid the risk of double-dosing.
- A second member of staff should be present when the medication is being administered.
- All administrations of medication must be recorded, and counter-signed by the second member of staff.
- The office receptionists will be responsible for the safe storage of medication, including Epi-pens which will be stored in the medicine's cupboard in Reception.
- All medicines will be stored in the cabinet with pupil's name facing forward.
- Only trained staff will be permitted to administer medication.
- Epi-pens and Care Plan medications will be checked weekly to ensure they are present in the storage cupboard.
- All medication will be checked half-termly by office receptionists to ensure that they are present and have not expired.
- Parents will be advised immediately if the medication is not present, if the expiry date has passed or is due, or the packaging has become damaged or the dosage looks insufficient.

#### Epi-pens

- Epi-pens will be stored in a clearly marked cabinet in Reception.
- A list of students who have Epi-pens in school will be stored in the cabinet.
- All medication will be placed in a plastic tub and with the pupil's name and a GREEN CROSS clearly marked on the front end of the box.
- Tubs will be stored in the cabinet with the names facing forward.
- HLTA's and the school nurse will be responsible for ensuring that every box contains a 'Record card' and an 'A,B,C,D' card.
- A weekly check will be carried out by HLTA's to ensure all Epi-pens are present, and verified by office reception staff.
- Half-termly checks will be carried out to ensure that the medication has not expired.
- Parents will be contacted immediately if medication is not present or if the expiry date has passed or is imminent.
- If a pupil requires emergency use of their Epi-pen, staff should immediately send a pupil to Reception to request the medication.
- The Receptionist will retrieve the correct medication and inform a colleague that they are taking the Epi-pen to the pupil, and instruct them to contact SLT / trained First Aiders /Epi-pen trained staff (if additionally necessary) to request they attend the pupil's location so that they can administer the medication.
- Said colleague will then call for an ambulance, and once more details are known, contact parents.
- Following the event, the parents should be asked to arrange for the replacement of the Epi-pen.
- Designated staff will receive annual training on the administration of Epi-pens from the school nurse, and a list of designated trained staff will be displayed in the cabinet.
- For epi-pens that are required to be retained by the pupil, this must be supported by a Care Plan.

### Longer Term Medical needs

Birkdale High School will take all reasonable measures to assist pupils with long term medical needs. Parents are requested to provide sufficient information about their son's needs promptly upon his arrival at Birkdale High School, or as soon as a medical need arises, in writing.

Each case will be determined after discussion with parents, and if necessary, relevant medical practitioners. The Headteacher reserves the right to discuss such matters with a medical advisor of their choosing. Where deemed necessary, the school will produce a written Health Care Plan involving both medical practitioners and parents.

Pupils with Health Care Plans will be identified via the School Inclusion list, and reviewed annually by HLTA. A copy of Health Care Plans will be kept in the Medical Folder in the Staff Shared Area, and a hard copy kept in Reception in the Medical Folder in the medical cupboard.

### Trips

It is the responsibility of the member of staff organising the trip to ensure that they check the medical needs of the participating pupils. They must ensure that all required medicines are taken out and returned afterwards. Staff will be required to sign out and sign in all medicines with office staff.

If an Epi-pen is required, the member of staff, if not a designated trained member of staff, must seek advice and training from the school nurse (Hayley Taylor – 01704 544766) on how to administer the medication. If this is not practical, then an appropriately trained member of staff must accompany the trip.

If the Epi-pen is required to be administered, the member of staff in charge must telephone for an ambulance and must inform the pupil's parents.

### Emergency procedures

All pupils and staff should know what to do in the event of an individual pupil facing an emergency.

- Pupils should refer the matter to the nearest teacher.
- Staff should know procedures to call emergency services and also which colleagues are First Aid trained.
- A member of staff should always accompany a pupil taken to hospital by ambulance and should stay until the parent arrives.
- Medical practitioners are responsible for any decisions on medical treatment when parents are not available.

In the event of a whole school emergency, everyone should follow the guidance stated in the school's Emergency Procedures Policy. It is the responsibility of the office receptionists to ensure that emergency medications are taken to the evacuation area.

### Dissemination of the policy

The policy will be placed in the staff handbook, and will form part of Staff Induction procedures. All members of staff are responsible for familiarising themselves with its contents. A copy will be kept in the medicines cabinet in Reception for quick reference. It will be available to parents via the VLE.

# Birkdale High School

## **Request to Administer Medication Form**

In order for the school to consider whether or not they agree to a request to give your son medication during the school day it will be necessary for you to complete and sign this form. If the school is unable to meet your request you will be contacted and the reasons explained.

### **Parental Details:**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Tel No: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

### **Pupil Details:**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

### **Doctor's Details:**

Name: \_\_\_\_\_

Surgery: \_\_\_\_\_

Tel No: \_\_\_\_\_

Is doctor's note provided? Yes / No

### **Medication: (ONLY ONE PER FORM. FOR ADDITIONAL MEDICATION PLEASE COMPLETE A SEPARATE FORM).**

Name/Type of medication (as described on container): \_\_\_\_\_

For how long is your son to take this medication? \_\_\_\_\_

Date dispensed: \_\_\_\_\_

### **Full directions for use:**

Dosage and method: \_\_\_\_\_ Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side effects: \_\_\_\_\_

Self-administration: Yes/ No

Procedures to take in an emergency: \_\_\_\_\_

### **Emergency Contact Details:**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Tel No: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

Additional Emergency Contact:

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Tel No: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

The above information is accurate to the best of my knowledge at the time of writing, and I give consent for Birkdale High School to administer this medication in accordance with its medicine policy. I will inform the school in writing of any changes to the above information.

Signed: \_\_\_\_\_ Date : \_\_\_\_\_

## Record of Medication Administered Form

Record of medication administered to Pupil Name \_\_\_\_\_ (as per attached Request to Administer Medication Form). This record should be checked prior to every dose administered, and be completed contemporaneously.

Date	/ /	/ /	/ /
Time given			
Dose given			
Signature of member of staff			
Staff initials (witness)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Signature of member of staff			
Staff initials (witness)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Signature of member of staff			
Staff initials (witness)			

Date	/ /	/ /	/ /
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