

Mossley Hollins High School Administration of Medicines Policy

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

Reviewed Governing Body by 29th November 2018

Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious in agreeing to administer medicines where:

- the timing is crucial to the health of the child
- where there are potentially serious consequences if medication or treatment is missed
- where a degree of technical or medical knowledge is needed.

Staffs who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs. Under no circumstances must any medication, be given without parental approval. Only medication prescribed by a GP may be administered in school, it must have a pharmacist's label and child's name on it.

Safety checklist

- Is any specific training required to administer medicines?
 - Is any necessary protective clothing or equipment available?
 - Has the parent completed the Medication Consent Form? Has a copy been filed?
 - Is the member of staff clear on what they are expected to do?
 - Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
 - What action is necessary in the event of an accident or failure of the agreed procedure(s)?
 - Will medication be stored in a safe place and at a suitable temperature?
 - Staff must be aware of the policy on infectious diseases
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Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

The following information **must** be completed by the parent/guardian:

- Name and date of birth of the child
- Name of parent/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parent/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent/Guardian Consent Form, providing all the information above, will be copied and retained as a record for future reference.

Long term medication plans e.g. for diabetes are supplied by the GP who has drawn up the documentation with the GP and discussed it with parents.

Safe storage and disposal of medicines

- Medicine should be administered from the original container or by a monitored dosage system such as a blister pack.
- The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.
- When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.
- All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.
- Medicines should only be kept while the child is in attendance.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.
- The Medicines will be checked on a termly basis. Any unused or outdated medication will be returned to the parent for safe disposal.
- Parent/carers should ensure that children with epipens and asthma inhalers keep them in their bags at all times.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent/guardian as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Nurse or local health authorities.

School Trips

The on-line medical register will be checked by the trip organiser. Children identified will be included in the risk assessment.

The Educational Visits Coordinator will ensure that children with medical needs will be identified to a responsible adult on school visits in this country or abroad.

Designated People to Administer Medicines – Office Support Staff overseen by Terry Stubbs, Lead First Aider

Please follow links for help

<http://www.dh.gov.uk/en/Publichealth/Communicablediseases/Measles/index.htm>
www.hpa-nw.org.uk