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**Headmaster  
Mr. A. Robson**

**Policy Number: E16**

## **READING SCHOOL – ADMINISTRATION OF MEDICINES POLICY**

This policy provides a sound basis for ensuring that all students with medical requirements receive proper care and support at Reading School. It is imperative that parents/carers provide full information about their child's medical needs, including details of regular medications, particularly those which may need to be administered in school hours.

It establishes the School's commitment to assisting students with long term or complex medical needs.

The policy includes:

- Procedures for managing prescription medicines which need to be taken during the school day
- Procedures for managing prescription medicines on trips and outings
- A clear statement on the roles and responsibilities of staff managing administration of medicines and for administering or supervising the administration of medicines
- The details of the required prior written agreement from parents/carers for any medicines to be given to their child
- Identification of the circumstances in which students may take non-prescription medicines
- The procedures covering students who carry and self-administer medication
- Staff training in dealing with medical needs
- Procedures for keeping accurate records and the safe storage of medicines
- Associated policies/procedures: 'Health & Safety' and 'Emergency Evacuation & Lockdown'

### **1. Medical Needs**

#### **1. SHORT TERM MEDICAL NEEDS**

Reading School recognises that many students may need to take medicines for a short period of time, perhaps to finish a course of antibiotics. However, such medicines

should only be brought to school where it would be detrimental to a student's health if it were not administered during the school day.

## 2. LONG TERM MEDICAL NEEDS

It is important that the School has sufficient information about the medical condition of any student with long term medical need: such information should be shared prior to admission or when the student first develops the medical need. The School will also ensure that an individual Health Care Plan is written involving as appropriate the parents/carers and relevant health professionals.

### **2. Medicines**

#### 1. PRESCRIPTION MEDICINES

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school day.

Reading School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines MUST always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Reading School will not accept medicines that have been taken out of the container they were not originally dispensed in nor make changes to dosages on parental instructions.

#### 2. CONTROLLED DRUGS

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations and some may be prescribed as medication for use by children e.g. methylphenidate.

Any qualified First Aid member of staff may administer a controlled drug to the student for whom it has been prescribed in accordance with the prescriber's instructions.

A student who has been prescribed a controlled drug may legally have it in their possession. It is also permissible for the school to look after the controlled drug, where it is agreed that it will be administered to the student for whom it has been prescribed. The school will keep the controlled drug in a locked non-portable container and only the Day Matron or designated person by the Headteacher will have access.

A record is kept for audit and safety purposes of all controlled and prescribed medicines.

All controlled/prescribed drugs will be returned to parents/carers to arrange for safe disposal when no longer required.

Misuse of a controlled drug such as passing it to another student for use is an offence and Reading School will seek to sanction individual students by treating such an offence as extremely serious.

### 3. NON-PRESCRIPTION MEDICINES

Reading School staff WILL NOT give a non-prescribed medicine to a student unless there is a specific prior written instruction from the parent/carer.

### **3. Administration Issues**

#### 1. MEDICATIONS ADMINISTERED BY STAFF

No student should be given medicines without their parents/carers written consent. Prior to administering medicine to a student the Day Matron/ First Aid qualified members of staff will check:

- The student's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container.

Members of staff having any concerns related to the administering of medicines to a particular student should discuss the matter with the parents/carers if appropriate, or with the health professional attached to the school

#### 2. SELF ADMINISTERED MEDICATION

Reading School seeks to establish good practice by supporting and encouraging students, who are able, to take responsibility to manage their own medicines. Students may carry and administer (where appropriate) their own medicines, where staff have made an assessment regarding the safety of other students and medical advice from the prescriber in respect of the individual student. Prescribed controlled drugs are retained in safe custody and will require the Day Matron/ First Aid qualified member of staff to provide access.

#### 3. REFUSING MEDICINES

Reading School staff will not force a student who refuses to take medication; however, they will retain a record of each occurrence. Parents/carers will be informed on

the same day of refusal. If refusal to take medicines results in an emergency, procedures will be followed as per Section 16.

#### 4. RECORD KEEPING

Parents/carers are required to inform the school regarding any medicines that their child needs to take and provide details of any changes to the prescription or the support required. Staff will verify such information as to that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff will check details include:

- Name of student
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

A record will be kept of all medicines administered by staff at Reading School

#### 5. EDUCATIONAL VISITS

Students with medical needs will be positively encouraged to participate where practicably possible in the broad range of curriculum opportunities offered beyond the school environment. This may entail a revised programme to be fully inclusive and will require a full risk assessment of the individual student in terms of the proposed activity and location. **ALL** staff engaged in supervising off-site activities **MUST** be aware of any medical needs and relevant emergency procedures to be followed. A copy of any Health Care Plan **MUST** be taken on visits in the event of the information being needed in an emergency. If members of staff are concerned about whether they can provide for a student's safety or the safety of other students on a visit, they should seek parental views and medical advice from the Day Matron in the first instance.

#### 6. SPORTING ACTIVITIES

Reading School recognises that most students with medical conditions can participate in physical activities and extracurricular sport. The benefit of physical activity for a student's overall social, mental and physical health and well-being are immense and are to be encouraged. Any restrictions on a student's ability to participate in PE will be recorded in their individual Health Care Plan. All relevant adults will be aware of issues of privacy and dignity for students with particular needs. Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicines that they may need to be taken and emergency procedures.

## **4. Safety Issues**

### 1. SAFETY MANAGEMENT OF MEDICINES

Reading School will ensure that the administration of medicines is properly managed and any associated risks to others are properly controlled as detailed in the

Control of Hazardous to Health Regulations 2002 (COSHH)

### 2. STORAGE & ACCESS TO MEDICINES

An appropriate storage environment (where appropriate) will be provided for any medication prescribed for an individual student. Large volumes of medicines will not be stored by the School. Where a student requires two or more prescribed medicines, each will be stored in a separate container clearly labelled with all details regarding the student and the medication.

### 3. DISPOSAL OF MEDICINES

Reading School will not dispose of medicines and parents/carers are requested to ensure that date-expired medicines are returned to the pharmacy for safe disposal.

Medicines should also be collected by parents at the end of each term.

### 4. DISPOSAL OF SHARPS

The School uses Sharps Boxes for the disposal of needles and the collection and disposal of these boxes is arranged with the Local Authority's Environmental Services.

## **5. Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and at all times follow basic hygiene procedures when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment. These are outlined in the Infection Control Policy.

Protective disposable gloves MUST be worn and extreme care taken – advice should be sought from the Day Matron and Estate Site Services contacted immediately.

## **6. Emergency Procedures**

The School Health & Safety Policy and risk management assessment endeavor to make all necessary arrangements in the event of an emergency situation.

All students should be aware of who to contact and where to seek help in the event of an emergency.

All members of staff should be aware of how to contact the Emergency Services and the reporting lines within school.

The Day Matron (Ext No. 239) should be contacted in the first instance. If she is not contactable, Main Reception should be contacted to alert appropriate senior staff.

If, however, direct contact has been made with the Emergency Services, this should be immediately followed up by contacting Main Reception to inform of action taken and notification of the impending arrival of the Emergency Services. The Main reception will disseminate information to the Day Matron, the designated Health & Safety person and the Site Team Manager.

A member of staff will always accompany a student to hospital and stay until a parent/carer arrives. Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.

Members of staff should **NOT** take students to hospital in their own car, recognising that it is always safer to call an ambulance.

Access to student Individual Health Plans and personal data is available via the Day Matron in the Medical Centre in working hours. They are also accessible via the school's T-drive. Individual Health Plans include information as to how to manage a student in an emergency, and identify who has responsibility in an emergency.

A report from SIMS will be printed by the Day Matron or Reception to take to the hospital with all personal details.

<b>Approved by:</b>	<b>EXPC Committee</b>
<b>Date:</b>	<b>January 2020</b>
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