



Safe Administration of Medicine September 2023 – 2024

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Guidelines for the Safe Administration of Medicines

Children who have Adrenaline Auto Injectors and Buccal Midazolam will have individual protocols. Procedures for blood glucose monitoring and administration of insulin, and the use of salbutamol and ipratropium bromide inhalers will have individual care plans.

No member of staff should administer medicine unless they feel confident about the procedures. All staff must receive training from the school nurse before being allowed to administer or second check medicine and appropriate records should be kept and updated as required.

Medication will only be given with the consent of parent or legal guardian.

Administration of Medications in School

1. The First Aid Team will be fully trained in all aspects of medication administration by the School Nurse, achieving relevant competencies.
2. The School Nurse will provide training for school staff to administer drugs and emergency drugs to individual pupils, and to second check medication. Training updates will be given annually and training records maintained.
3. **The First Aid team are responsible for managing the administering of routine, one off and rescue medication** such as Buccal Midazolam for epileptic seizures, Adrenaline Auto Injectors for severe allergic reactions and Salbutamol inhalers for emergency treatment for asthma. It is preferable that routine medications are administered by the First Aid team but in certain circumstances they can be administered by trained school staff. Emergency Medications may be given by the First Aid team or members of school staff, trained for specific pupils.
4. Insulin should be administered by the First Aid team or those staff fully trained by the Diabetes Specialist Nurse, achieving relevant competencies, and who are confident to do so.
5. Over the counter medication such as Paracetamol or Ibuprofen should only be given with the permission of the parent/carer and with their signed consent, at the direction of the First Aid team. If a dose needs to be administered, the parents/carers need to be contacted to ascertain if a previous dose has been given and at what time. If contact is not made, Paracetamol should not be given before 12.30pm, and Ibuprofen should not be given before 2.30pm.
6. Each child should have their own, labelled bottle/packet of Paracetamol or Ibuprofen if it is to be administered at school. Paracetamol or Ibuprofen should arrive in school in a sealed bottle with the child's name clearly written on the box/bottle. These medications will be stored according to direction, until the expiry date. Parents must sign a consent form prior to it being given.
7. Medications, including antibiotics, must only be given to a child if;
 - It has been prescribed for the named child
 - The relevant consent form is completed by the parent or Legal Guardian.
 - The medication is in its original container with intact, legible pharmacy instructions still attached.

8. Administration of routine medication, when required and emergency medication should always be given by the First Aid team, having been “second checked” and signed off by another competent adult, who in normal circumstances will have received “second checker” training.
9. A record should be kept of all drugs administered by school staff, by signing the relevant medication chart or protocol. If an incorrect drug or dose is given to a pupil, advice must be sought from their GP or by phoning 111. The parent or carer must be informed. Advice may be sought from the School Nurses who will follow the procedure/policy to report to relevant bodies.
10. If a ‘when required’ drug is given, this must be recorded on the pupil’s medication chart and a parent or carer informed of the drug, dose and time administered via the EVOLVE ACCIDENT book record and FIRST AID CLASS DOJO system or a phone call.

Blood Glucose Monitoring in Schools

Blood glucose levels will be monitored by school staff who are fully trained by the Nurse, and are confident to do so, for each specific child. To carry out monitoring staff members will:

- Attend training sessions specifically designed for blood glucose monitoring (this training is specific to the individual child), achieving relevant competency.
- Follow the protocols for blood glucose monitoring
- Be able to demonstrate an understanding of hypo and hyperglycaemia and its management, and intervene appropriately.
- Demonstrate an ability to use the blood glucose meter and lancing device.
- Report any concerns regarding the blood glucose level to the First Aid team and a parent or legal guardian.
- Adhere to the safe disposal of sharps.

Insulin Administration in Schools

Insulin will be administered by the First Aid Team or school staff who are fully trained by the Diabetes Specialist Nurse, and are confident to do so, for each specific child. To carry out administration of insulin staff members will:

- Attend training sessions specifically designed for the administration of insulin, achieving relevant competency.
- Follow the protocols for insulin administration.
- Demonstrate an understanding of blood glucose monitoring prior to insulin administration.
- Demonstrate a knowledge of steps to take in the event of hypo and hyperglycaemia.
- Demonstrate an ability to administer Glucogel (if prescribed) in an emergency.
- Report any concerns regarding the insulin or its administration to the First Aid Team and the parent or legal guardian.

Change of Dosage

If notification via the GP, consultant, or parent is received indicating a change in dosage, alterations should be made to the medication chart by the First Aid Team dated and signed. Medication forms should be similarly updated. Consent may initially be taken verbally, but a new consent form should be completed as soon as possible. The pharmacy

label on prescribed medication must be updated by the dispensing chemist as soon as possible, by parents.

NB: Medication consent forms should be updated annually as a minimum.

Regular Medications and Record Keeping Procedures

1. On receipt of a signed medication consent form from the parents, the First Aid Team completes a school medication chart on ACCIDENT EVOLVE, which **must** include a photograph of the child. This contains details of:
 - a) Child's personal details
 - b) Drug name
 - c) Dosage
 - d) Administration times
 - e) Route of administration
 - f) Duration of course (if known)
2. The First Aid Team signs the chart when details are entered and when information is transferred for each new section. The consent form is filed in the child's records. The chart photograph is used to dispense the medication to identify the correct child and is signed immediately after administration. When a child is absent an 'A' indicates each day of absence.
3. If, for any reason, a medication is not given an 'X' should be entered and the reason recorded on the child's communication sheet kept with the medication chart. If the child refuses to take the medication an "R" should be recorded.

As Required / Once Only Drugs

Medications such as Paracetamol, Asthma Inhalers, Buccal Midazolam, insulin and Adrenaline Auto Injectors should be entered on to the child's medicine chart. If administered, this should be recorded on the chart, and the parent/carer informed of the drug, dose and time given in the EVOLVE ACCIDENT BOOK, FIRST AID CLASS DOJO system or telephone call.

Un-prescribed medication such as Paracetamol and similar painkillers, and antihistamines may be provided by parents or carers in unopened packages, with the child's name clearly written on. Parents will complete and sign the school medication consent form.

Short Term Medications

For short-term medication such as antibiotics to be administered, the following procedures should be followed:

1. Antibiotics and other medication prescribed short term by the doctor may be given by the First Aid Team, as long as the medication is in its original container detailing:
 - a) Child's personal details
 - b) Drug name
 - c) Dosage
 - d) Administration times
 - e) Route of administration
 - f) Duration of course

2. The medication should be transported by parent/carer or via the bus/taxi escort – the escort to have charge of the medication in transit. The escort transfers the medication to reception staff, who call the First Aid Team member responsible for the pupil in their class and they log, second check and store the medication.
3. A medication consent form will be sent home for parent/carer signature. Initial verbal consent may be taken over the phone for first day of administration at school if parent/carer unable to hand over medicine in person and immediately complete consent form at school.

Acquisition and Transportation of Medicines to School

ALL medication arriving at or leaving school **must** be recorded in the appropriate file in the First Aid Room and stored in the relevant labelled locker or storage cupboard.

1. For long term use a supply for school should be requested, to prevent transport issues.
2. Parents should bring the medications to school themselves or ask bus or taxi escort to do this for them.
3. The First Aid Team should ensure safe return home of medication. Medication going home is to be handed to parent or escort and the relevant paperwork signed by staff, parent or escort. In the case of long-term medication, the First Aid Team should inform the parents when no less than one week's supply remains, via First Ais Class Dojo or phone call. This will enable the parent to obtain further supplies.
4. One months' notice will be given for reordering of Emergency Medication (i.e., Midazolam, inhalers and AAI's (adrenaline auto injectors))
5. Reminders for medication supplies will automatically be sent via ACCIDENT EVOLVE.

Storage and Disposal

1. Medication should be stored in a locked fridge, trolley or cupboard according to instructions.
2. Reliever Asthma medication and Adrenaline Auto Injectors should be stored where they may be accessed easily, with child's record sheet / protocol.
3. Syringes & needles must be stored in a locked cupboard. Sharps boxes should be inaccessible to the pupils. Oral syringes to be stored in the relevant labelled drawers in the First Aid Room
4. The First Aid Team are responsible for managing storage and disposal of medicines for use in school and will follow NHS guidelines in respect of this.
5. The secure medicines cabinet is located in the First Aid Room. The keys for this are kept inside the locked filing cabinet. Every First Aider has a key to the filing cabinet. A spare secure medicines key is kept in the Assistant Heads Office. Keys for the medication fridge are kept inside the filing cabinet.
6. The First Aid Team are responsible for the safe disposal of out-of-date medicines.

Administration by School Staff away from School Premises and Extended Services

1. School staff working with pupils requiring emergency medication such as asthma inhalers, Midazolam for epileptic seizures and Adrenaline Auto Injectors for severe allergic reaction should have access to them at all times.
2. Staff should give the First Aid Team at least 48 hours' notice when pupils on regular and emergency drugs are away from school on day trips, etc, so that arrangements can be made for trained staff to be available to administer their medications off site. Liaison with EVC co-ordinator is needed prior to all trips.
3. Medication from school stock will be used when pupils are on day visits. School staff will take responsibility for the safekeeping of this medication. Medication for longer trips should be sent in from home.
4. Staff taking children away from school premises should collect any emergency medications and protocols from the secure medicines cabinet and sign them out (and back in) on the record sheet at the front of the protocol file. Staff are to take responsibility for informing parents of any medication they give.
5. All trip risk assessments must indicate who will administer emergency and routine drugs. This person should liaise with the First Aid Team regarding administration of the named medications. A second member of staff should check medication and witness administration.
6. The normal consent form contains permission for staff to administer drugs during off site activities. Class staff administering and checking complete and sign "Off-site administration of medication" chart. The First Aid Team should mark "T" on the child's continuing medication chart, when medications have been taken off site.
7. A Named member of staff will be responsible for overseeing the administration of medications during extended school service provision. Recording sheets for administration will be completed by the First Aid Team prior to event.

Pupil Self-Administration of medication

1. Encourage pupils who are competent to take responsibility for managing their own medicines. E.g., Reminding staff when their medication is due, counting out or measuring out their medication under guidance etc.
2. Wherever possible, allow pupils to carry their own medicines and relevant devices, or to access their medicines for self-administration quickly and easily.
3. If a pupil refuses to take medicine or carry out a necessary procedure they will not be forced to do so, but follow the procedure agreed in their individual healthcare plan.
4. Inform the parents or carers so you can consider alternative options.
5. This is set out on page 19 of the DfE's guidance on supporting pupils with medical conditions at school. This document can be found the in First Aid folder in 'Shared Admin'

Chairperson’s signature.....

Approved at Governors’ Meeting held on:

To be reviewed: