

## **DURHAM TRINITY SCHOOL AND SPORTS COLLEGE**

### **ADMINISTERING MEDICATION GUIDANCE**

This is a document to support the implementation of DTS&SC Supporting Pupils with Medical Conditions Policy. It sets out the procedures and staff training in line with the above policy, but in greater detail. A copy of this guidance will be stored within both medical trolleys and in the medical room (notice board) for staff to refer to if required.

#### **TRAINING:**

All staff who are to administer pupil's medication on a day to day basis must have attended The Administering Medication Training by DCC Equalities Team.

All staff who are to administer emergency medication are trained by the specialist health professional ( e.g. Inhalers, epipens, epilepsy etc...)

The training records are held by the Deputy Headteacher (CPD lead). These records are kept up to date and regularly monitored to ensure training refreshers and updates take place within the correct timescales whilst monitoring there is sufficient number of staff trained.

The Headteacher will share this guidance document with all staff who are trained to administer medication prior to them carrying out this role.

All staff who are to administer pupil's medication on a day to day basis will shadow the Lead Medical Enhanced TA (Sharon Elliott) in the first instance. The school nurse will support staff trained to administer medication.

#### **EMERGENCY MEDICATIONS:**

- Stored in a locked box in a locked cupboard at the bottom of the middle stairwell. The key for the lock will be securely stored in a locked box attached to the cupboard. There are sufficient signs to communicate the location of the key and emergency medication.
- If a child requires emergency medication straightaway then the emergency medication needs to be carried by the member of staff in a locked bag when outside the classroom. When in the classroom the emergency medication will be locked securely in the classroom. There are sufficient signs to communicate the location of the key and emergency medication.
- An emergency inhaler will be stored in each medical trolley with copies of consent forms attached. Any member of staff is able to access the inhalers by using the password to open the locked box, to retrieve the key, to open the medical trolley.

## **PUPIL'S REGULAR MEDICATION:**

- Parents/Carers must hand over their child's medication to the driver/escort who must store it securely whilst in transit. The pupil must NOT store the medication in their bag. The adult bringing the pupil into school must hand the medication to a staff member.
- The staff member must hand the medication over to an identified person – The Lead Medical Enhanced TA (Mrs Sharon Elliott) or in her absence (Mrs Melanie Donaldson).
- The medication must be checked before storage: date, name, dosage clear and not opened and in the original packaging. If the medication is out of date or insufficient information (name/dosage) or medication already open the parent/carer must be informed and a request will be made for a new set of medication to be sent into school following the correct procedures and this medication will not be used.
- Medication is stored overnight in the locked safe in the medical room with the medical room door locked. The Lead Medical Enhanced TA (LMETA) will have a set of keys for the safe and a spare key for the safe will be locked in the school office safe by the SBM.
- At the start of the school day the Lead Medical Enhanced Teaching Assistant (LMETA) will set up the medical trollies with each pupil's medicine in a separate box with a signing in book. The LMETA will store the medical trollies securely to the wall and are locked throughout the school day. The key for the lock will be securely stored in a locked box attached to the trolley, with a password for trained staff to access. There is a medical trolley outside Derwent Class for Primary/ASD pupils and a medical trolley stored securely outside the 6<sup>th</sup> form common room/Neville Class.
- Staff trained to administer regular medication must read the label, check the name, date, dosage and in the original packaging. Staff to check consent forms prior to admin meds with medical book. After following the dosage instructions the trained staff member must complete the individual pupil's medical book using the correct codes, followed by storing the medication and book together before locking the medical trolley and storing the key in the locked box. The LMETA to review consent forms termly.

## **DOCUMENTING & RECORDING THE ADMINISTRATION OF MEDICATION:**

Trained staff to use the following procedure to document the administration of medications in the pupils personal medical record book's:

- Date/Time/ Staff Initials/ amount of tablets left/  
If in liquid form, dosage of **mls** given.
- If a pupil fails to receive his/her medication although medication is available in school due to unforeseen circumstances, for example left school early, on a school visit not taken with trained staff or forgotten then the medical book will still need to be completed.  
Date/DNA (did not attend)/Staff initials/ amount of tablets left,  
If in liquid form, **X** to denote not given.
- When a pupil receives regular daily medication and Parents/Carers fail to send the medication into school the medical record book must still be completed as shown below.  
Date/ O (omit)/Staff initials/ **X** to denote not given.
- Pupils that are prescribed ointments or creams for medical reasons will still need the application of the medication recorded in a medical book. Shown below.  
Date/Time/Staff initials/  to denote applied.
- Pupils who are prescribed PRN (Pro Re Nata) medication, usually given for pain relief or seasonal allergies must be recorded as shown.  
Date/Time/initials/amount of tablets left  
If in liquid form, dosage of **mls** given.

Children prescribed PRN medication are usually asked by staff to ensure they are pain free. This is usually by the request of Parents/Carers. They can also request pain relief if prescribed for menstrual pain or orthodontic pain again by the request of Parents/Carers.

If a pupil does not require their PRN medication if asked on a daily basis then it must be recorded as shown.

Date/time asked/Staff initials/amount of tablets left

If in liquid form, **X** to denote not given.

- **Important Note**  
When administering PRN medication it must be correctly recorded in the pupil's medical record book and the class staff must ensure that Parents/Carers are informed of the dosage and time it was administered via telephone call home (telephone recorded on green sheet). For non-regular

PRN medication staff must telephone the Parent/Carer to check if the child has had any medication within the last 24hr hours and to ensure the pupil will not receive more than the stated dosage in a 24 hour period.

- If a pupil refuses their daily regular medication, the trained staff should try to encourage the pupils to take it. However we cannot force a pupil to take medication. If this situation occurs it will need to be recorded in the medical book as shown below and Class Teacher informed. Parents to be informed and parents may need to adjust the dosage for their next at home.

Date/R/Staff initials/amount of tablets left

If in liquid form, **X** to denote not given.

- **Pupil Medical Record Books must always be completed in Ink (preferably black).**
- A locked medical fridge is available for all medicines that need storing below 5 degrees one is located the Staff Prep room and the key is stored in the wall mounted key safe on entry. The other is in the medical room.
- THE LMETA is responsible for the safe monitoring of the medical fridges. The temperature is documented on a daily basis.
- If there are any problems the trained staff member must contact the LMETA or SLT if she is unavailable.
- At the end of the school day the LMETA will retrieve both medical trollies, check all the signing in/out books and medication before securely storing them in the metal cupboard in the medical room.
- The LMETA will use the afternoons when not in class to check the dates and supplies of medication and make the requests to parents/carers for resupply of medication. Also this time will be spent liaising with the school nurses or other medical professionals whilst ensuring Individual Healthcare Plans are up to date.

#### **STAFF ABSENCE:**

- If a member of staff is absent, the LMETA will check the staff absence cover arrangements on a daily basis via Office 365 Conversations. She will then know who she may need to cover and take the role of administering medication for a particular child in school. This will be reviewed within a month of implementing this document.

## **INDIVIDUAL HEALTHCARE PLANS (IHP):**

- The Head teacher will give the school nurses a list of new pupils at the start of the Summer term. The school nurses must be notified by school of all new starters out with of the September admission. The school nurses will contact parents and carry out a home visit and health needs assessment . The school nurse then generates an IHP with the relevant health information, if parents consent to their information being shared. This is then emailed to school for them to fill in other any support that is required at school. School then send home the IHP for parents to sign. It is the schools overall responsibility for the writing and management of the IHP.
- If the school nurses do not gain access to family/new starter then NO IHP will be generated.
- School staff are responsible for adding the personal information about the pupil.
- From September 2018 the new IHPs will be stored on 'Every' (policy management system for Key Stage Leaders and class staff who teach the pupil to read ( ticking the box to indicate this).
- IHPs will be reviewed throughout the school year – parents evening twice a year, at the end of an EHCP and if there is a change to the plan.
- IHPs will be stored electronically on Every child and a paper copy securely stored in the Medical room.

## **STAFF MEDICATION:**

- Staff must store their own medication securely in the staffroom lockers or in the classroom in a locked box in the locked cupboard. The key is stored safely in the same room and there is sufficient signs to communicate the location of the key and medication.
- Staff must share any emergency medical information ( e.g. allergies) to Headteacher to ensure there are the correct measures in place to support the member of staff if there was an emergency.

## **SCHOOL VISITS:**

The visit leader will need to complete a EV form 2 weeks prior to the visit or at the start of the academic year with all planned educational visits.

A school visit will not take place until the EV form is signed off by the HT.

Included with the EV form is a risk assessment to include those pupils with medical conditions and any medication that will be carried by staff on the visit.

Medication will be signed out prior to the visit via the LMETA and stored in a locked bag. Medication will be signed back in on return to school via the LMETA.

In the lock bag, the pupils protocol and parent consent form will be carried with the medication.

The lock bag will always be carried by staff and must not be stored anywhere during the visit.

## **RESIDENTIAL**

An EV form will need to be sent to HT and then on to DCC H&S team to be signed off 12 weeks prior to the visit date.

The Residential Leader will present to the HT a folder regarding all information to ensure a safe visit 4 weeks prior to the visit date. The folder will include a list of pupils attending and their medical conditions, list of medication required including emergency medication, protocols, IHCP, consent forms. A list will also include of staff trained in different medical procedures. A plan will also be included of staff responsible for specific pupils with medical needs and a contingency plan if member of staff is unwell or taken from the group for an emergency.

Medication will be signed out prior to the visit via the LMETA and stored in a locked bags throughout the residential. Medication will be signed back in on return to school via the LMETA.

## **DISPOSAL of MEDICATION**

It is the responsibility of the parent to dispose of their child's medication responsibility. If any controlled drugs need to be disposed of by the chemist LMETA to take the medication with controlled drugs book for chemist to sign. For all other medication to be disposed of, LMETA to present a letter on school letter head to the chemist including the name of medication, how many tablets and bottles and request the chemist sign the letter with the signature of the HT.

01.09.2020

R.Grimwood

Headteacher