

QUEEN'S COLLEGE PREPARATORY SCHOOL
(including Early Years Foundation Stage)



Administration of Medicine

POLICY DOCUMENT

ADMINISTRATION OF MEDICINE

This policy should be read in conjunction with the First Aid Policy.

“Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child’s health if the medicine were not administered during the (school or) setting day”

Managing Medicines Guidance, DfES

AIMS

- To promote the good health of children and staff in the school, including in the EYFS.
- To provide a procedure for responding to children who are ill or infectious.
- To take necessary steps to prevent the spread of infection and to take appropriate action if children are ill.
- To ensure that children with long term medical needs receive proper care and support when they are at nursery or school.

PROCEDURES

- Prior to entry we obtain written information from parents about children’s medical needs (including details of medications). Parents are responsible for providing full and accurate information about their child’s health and medical needs. Parents are responsible for ensuring that this information is up-to-date.
- Prior to entry we obtain written parental consent for emergency treatment.
- Prescription medications are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. (Medications containing aspirin should only be given if prescribed by a doctor).

- Medications (both prescription and non-prescription) are only administered to a child where prior written permission for that particular medication has been obtained from the child's parent/carer (See Appendix 1).
- Medications are only administered if they are in their original container as dispensed by a pharmacist in accordance with the prescriber's instructions. This should include the child's name, date prescribed, name and dose of the medication and the frequency of administration.
- We negotiate and agree with parents the times that medication is to be administered so that it is manageable where medications need to be administered during the school day.
- As per administration of medications training we wash hands before we administer medication, check the child's name, date prescribed, name and dose of the medication and the frequency of administration.
- All medication is given to the Designated First Aider when it is brought into school.
- A written record is kept every time medication is administered to a child.
- The name of the person administering the medication is recorded, dated and signed. A witness also records their name and countersigns that they have witnessed the administration and dosage of the medication.
- Where appropriate, according to each individual child's age and stage of development, we support and encourage children to manage their medication with some degree of independence—for example use of inhalers.
- Children's medication is taken on Educational Visits. There are always trained Paediatric First Aiders on EYFS Educational Visits. A named First Aider takes responsibility for administering the medication at the agreed time. If it was not reasonably practicable to administer the medication on an

Educational Visit this would be discussed with the parents and the College Nurse at Queen's College London.

- If a child refused to take their medication, we would encourage but not force them to take it. We would record the information and contact the parents. Medication would never be concealed in food or drink and administered to children.
- Supply or cover staff and all regular teaching staff are informed about children's specific medical and medication needs.
- Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, we ensure that they seek medical advice and that they only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication that is on the premises is securely stored, and out of reach of children at all times. We refer to the latest guidance from the Health Protection Agency on Infection Control in schools and other settings.

STORAGE OF MEDICATION

- Children are not responsible for their own medication. Medication is stored securely and safely out of children's reach, whilst still being readily accessible to staff.
- Emergency medication (such as asthmas inhalers and epi-pens) is accessible at all times. It is stored securely in the School Office. Non-emergency medication is stored in a locked cupboard in the Medical Room.
- Medication that needs to be refrigerated (such as antibiotics) is kept in the locked Medical Room fridge.
- Medication is checked half-termly to ensure that it is in-date.

Staff also check that it is in date every time they administer medication to a child. 'Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.' (Managing Medicines Guidance- DfES March 2005)

- When medication is no longer required it is always handed back to the parents to arrange for safe disposal.

CARE OF CHILDREN WITH LONG-TERM MEDICAL NEEDS

Individual Health Care Plans (IHCP's) are drawn up by the Designated First Aider in consultation with parents and relevant health professionals (See Appendix 2).

The plan includes:

- contact details
- details of the child's condition
- special requirements e.g. dietary needs, pre-activity precautions
- possible side effects of the medications
- what constitutes an emergency
- what action to take in an emergency
- who to contact in an emergency
- the role the staff can play
- where the medications are stored

Where additional support is required, we seek advice and further training (where appropriate) from relevant qualified health

professionals. Training must be provided for staff where the administration of medication requires medical or technical knowledge.

We liaise with parents when they bring the child to the school to check and record when, how much and why a child has had medication administered before attending the school.

EMERGENCY TREATMENT

In the case of a serious accident or illness occurring, the parent will be contacted immediately. In the unlikely event of both parents being unavailable, the named emergency contacts on the child's form will be contacted.

- A member of staff will dial for an ambulance.
- A member of staff should always accompany a child taken to hospital in an ambulance and remain with them until a parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- The member of staff should take the signed parental consent form for emergency treatment with them to the hospital.
- Staff should never take children to hospital in their own car. It is safer to call an ambulance.
- OFSTED must be notified of any serious accident, illness or injury to, or death of any child whilst in our care, and of the action taken as soon as is reasonably practicable and always within 14 days of the incident occurring. ISI and local child protection agencies must also be notified within this time. Advice from these agencies must be acted upon.

APPENDIX 1. ADMINISTERING MEDICATIONS FORM

ADMINISTRATION OF MEDICATION – PARENTAL REQUEST

In order for a child to receive prescribed medications (e.g. antibiotics), the form below must be completed and signed by the child's parent.

Staff cannot administer prescribed medications without written permission. All medications **must** be clearly marked with the child's full name and the prescribed dosage.

A new form must be completed if a course of medication endures beyond a calendar fortnight.

TO BE COMPLETED BY THE PARENT/GUARDIAN (BLOCK CAPITALS)

Full name of child			
Name of parent/guardian			
Full name of prescribed medication/lotion			
First dose due in school	Date	Time	Amount
Second dose due (if applicable)		Time	Amount
Date for last dose(s)			
Instructions for storage of medication			
Any further instructions			

I request the school to give the doses of medication as shown above

Signed: _____

Name: _____ Date: _____

**PLEASE HAND THIS FORM, TOGETHER WITH THE CHILD'S
MEDICATION, TO THE SCHOOL OFFICE.**



ADMINISTRATION OF MEDICINE(S) RECORD For office use only

NAME OF CHILD: _____

FIRST WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date					
Time					
1 st dose (staff initials)					
Witnessed (staff initials)					
<hr/>					
Time					
2 nd dose (staff initials)					
Witnessed (staff initials)					

SECOND WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date					
Time					
1 st dose (staff initials)					
Witnessed (staff initials)					
<hr/>					
Time					
2 nd dose (staff initials)					
Witnessed (staff initials)					

APPENDIX 2 . INDIVIDUAL HEALTH CARE PLAN

QUEEN'S COLLEGE PREPARATORY SCHOOL INDIVIDUAL HEALTH CARE PLAN

CHILD'S NAME:	
FORM:	
DATE OF BIRTH:	
CHILD'S ADDRESS:	
MEDICAL DIAGNOSIS OR CONDITION:	
DATE:	
REVIEW DATE:	

<u>FAMILY CONTACT INFORMATION</u>	
NAME:	
TELEPHONE NO. (WORK)	
(HOME)	
(MOBILE)	
NAME:	
TELEPHONE NO. (WORK)	
(HOME)	
(MOBILE)	

<u>CLINIC / HOSPITAL CONTACT</u>	
NAME OF HOSPITAL / DOCTOR:	
NAME OF DOCTOR:	
TELEPHONE NUMBER	

CHILD'S SYMPTOMS (TO INCLUDE SIDE-EFFECTS OF MEDICATIONS)

DAILY CARE REQUIREMENTS E.G. DIETARY NEEDS, PRE-ACTIVITY PRECAUTIONS

WHAT CONSTITUTES AN EMERGENCY FOR THE CHILD?

EMERGENCY PROCEDURE AND TREATMENT

STORAGE OF MEDICATIONS IN SCHOOL

Parental SignatureDate.....

FORM COPIED TO:

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APPENDIX 3. STANDARD MEDICAL LETTER

Dear [XXX],

Please find enclosed an Individual Health Care Plan form which we would like you to complete. These plans are only intended for children with specific medical requirements.

This is to ensure that the staff who teach [XXX] are fully aware of her medical condition. In case of emergency, we would be able to follow the necessary procedures regarding medication.

If you would like to add further information, please attach details. Please also attach a passport sized photo of your child.

Once you have returned the form, I will invite you to come and discuss the final version of your daughter's Individual Health Care Plan.

I would be grateful if you could return the form to me as soon as possible.

Should you have any queries, please do not hesitate to contact me. My direct line is 020 7291 0673.

Yours sincerely

Mrs L. McCabe-Arnold
Assistant Head (Pastoral)



CONTACTING EMERGENCY SERVICES

Dial 999 ask for an ambulance and be ready with the following information:

- 1. Telephone number: 020 7291 0660**
- 2. Address: Queen's College Preparatory School, 61 Portland Place, London, W1B 1QP**
- 3. Exact location on the School site**
- 4. Your name**
- 5. Name and age of child and brief description of child's symptoms. If the child has a known medical condition, please give this information.**
- 6. Inform ambulance control that they will be met at the door. Inform School Office Staff and ask them to meet ambulance at door.**

Speak clearly and slowly and be ready to repeat information if asked.