



Excellence for All

## ADMINISTRATION OF MEDICATION POLICY

### Rationale

Manor Green School provides an education for all our students that enables them to fulfil their potential. It is important that children who require to take medication during school hours should not as a result be prevented from being present in school to access the curriculum and to enjoy interaction with their peers.

Where Manor Green is mentioned in this document, it refers to our main school site and additionally, our Chiltern Road site known as The Link.

### Aims

- Prescribed medication will be administered to students when required in accordance with the prescriber's instructions as stated on the pharmacy label.
- Non prescribed or *over-the-counter medications* will be administered according to the manufacturer's guidelines, taking account of the age of the student where appropriate.
- Administration of medication records will be kept.
- Training of staff will be kept up to date if they are required to administer medication.
- All queries regarding medication will be followed up by the *Assistant Head of Therapies and Medical Care* to ensure the health, safety and wellbeing of those students.

### Guidelines for Prescribed Medication

#### **Supply**

All medication coming into school should be delivered by parents/carers in person or, in the case of students travelling on transport, given directly to the driver/escort to be handed directly to school staff upon arrival. **It is essential that medication is not placed in a student's bag where it may be accessed by others.**

These guidelines also form part of training for personnel who are to dispense medication.

1. Parents/Carers are responsible for supplying the necessary medication in the original container, clearly labelled as dispensed by the chemist.
2. Parents/Carers are required to complete and sign a Request for the School to Give Medication form at the beginning of each September Term (and at any point during the school year when dosage or other changes to medication occur) requesting that medication be given in school. This includes pain and fever relief (sometimes referred to as 'over the counter' medicines) and emergency epilepsy treatment. A separate form is required for each medication.
3. Staff will make regular checks of the expiry date on all medication held in school and give at least one week's notice of a need for further supplies of medicines.
4. If staff experience any difficulty in the implementation of these guidelines, they should inform the *Assistant Head of Therapies and Medical Care*.

### Guidelines for non-prescribed medication

## Supply

1. All parents/carers should complete and sign a Request for the School to Give Medication form. A separate form is required for each medication.
2. All non-prescribed medication should be delivered to class staff in the original packaging, clearly labelled with the student's name.
3. **PARACETAMOL** - School staff will contact parents/carers before giving the medicine to establish the time of the last dose. If parents or carers are unavailable, paracetamol will not be administered before 1.00pm, allowing a sufficient time lapse should the student have been medicated at home before the start of the school day. The dose administered will be in accordance with the guidelines on the packaging.
4. If the student has been given this medication during the school day, the relevant information should be recorded by staff in the Home/School Communication Book, together with a telephone call home advising parents/carers of the time of administration.
5. Maximum treatment times will be in line with what is recommended by the manufacturers.

NOTE – Students (and/or staff) who are deemed to be too ill to remain in school will be kept in isolation accompanied by staff, until parents / carers / partners can attend school, please see the Serious Illness Outbreak Policy for further guidance.

## Storage of Medication

Staff are responsible for the safe, legal and secure storage and administration of all medication accepted into school.

1. All medication should be stored securely in the designated locked cabinet within the locked cupboard located in all class bases or, if required, in a lockable refrigerator.
2. Separate locked storage is provided for controlled drugs.
3. Medicine cupboards/cabinets are not to be used for any other purpose e.g. storing valuables etc.
4. All cupboards are to be kept locked; relevant information is provided during induction training.

## Records

1. All medication received into school will be recorded in the Medication Receipt Book held in each class base. A receipt will be given to the bearer of the medication, which should be signed by both parties.
2. Medication received should be recorded on a Medication Administration Record sheet (MAR sheet) showing the name, dosage and quantity received. Each medication will have its own MAR sheet. All administrations of the medication will be recorded on this sheet.
3. MAR sheets and relevant Request to Give Medication forms will be stored in the class Administration of Medication file located in the medicine cupboard in each class base.
4. Spilled/spoilt medication should be recorded with two signatures on the MAR sheet to ensure that stock levels remain correct.
5. Any medication returned to parents/carers, or disposed of by staff, should be recorded on the MAR sheet and in the duplicate book held in the class base.
6. Completed Medication Receipt Books, Medication Administration Record sheets and Request for the School to Give Medication forms will be archived for each student at the end of every academic year.
7. Records must be kept for five years after students leave, or death occurs.

## Guidelines for recording and administration of Medication

### Recording

1. Medication will only be administered upon receipt of a Request for the School to Give Medication form, which has been completed and signed by parent/carer.
2. The Request for the School to Give Medication form should be checked and signed by a member of the Leadership Team thereby authorising class staff to administer the medication. A colour copy of this

form should be stored alongside the Medication Administration Record sheet and the original form given to the school office to be scanned to the student file on ARBOR

3. A Medication Administration Record sheet must be kept for each individual medication. Details should include:
  - name and date of birth of the student
  - generic name and strength of medication
  - dose of medicine to be administered
  - route of administration
  - commencement and termination dates
  - times of administration
  - Any special requirements e.g. crushed (only under specific written instruction by a medical practitioner) before food, etc.
4. All entries should be written clearly in ink, and correct names should be used (not trade names)
5. Dosages should be written in milligrams, or as prescribed on the package.
6. When medicine is discontinued or the dose altered, a new medication sheet should be started stating the new dose and any other relevant information.

### **Administration**

1. All medication to be administered with two staff present.
2. Administration of prescribed medication should be carried out in accordance with the written instructions on the prescription label, recorded on the MAR sheet and signed by both members of staff.
3. Administration of non-prescribed medication should be carried out in accordance with the dosage guidelines on the packaging, recorded on the MAR sheet and signed for by both members of staff.
4. Prescribed medication is only given to the student for whom it was prescribed in accordance with the prescription or instruction from the pharmacy.
5. General medicines must only be administered to the named student as advised by the parents/carers and should NOT be used for any other student.
6. Students should be identified by name and photograph in the Records of Administration of Medication file held in each class base.
7. Medicines must be administered from original containers.
8. The Medication Administration Record (MAR sheet) must be created upon receipt of the medication in school.
9. Refusals to take medication - if medication is refused wait and try again later if appropriate. If the student continues to refuse - record this information on the MAR sheet and inform parents as soon as practicable.
10. If a drug error occurs the Drug Error Protocol Guidelines should be followed.
11. If medicine is required on school outings, teachers must ensure that a trained member of staff is appointed to remove the medication from the class base and to administer the medication according to the Offsite Protocol.
12. Medications that require refrigeration will be stored in appropriate conditions, e.g. lockable fridge, cool box when offsite.

### **Diabetes**

1. Individual care plans will be followed for students'; these will be provided by their Diabetes Nurse.
2. Gloves must be worn for testing blood sugar levels and for the administration of the injection.
3. Training will be provided by the Diabetes Nurse, who will also sign off staff after supervising the administration of medication.
4. Sharps to be disposed of in a secure sharps' box provided by the parents/Diabetes Nurse.
5. Parents/carers will be expected to provide a Hypo box and they will be responsible for keeping it replenished and up to date.
6. If Needle Stick Injury occurs, please follow plan attached.

### **Disposal of Medication**

1. Medication should be returned to parents using the receipt book system, with an appropriate entry made on the Medication Administration Record sheet.
2. Medication should be disposed of when:
  - The expiry date is reached

- It is in poor condition
  - The course of treatment is finished
  - Student leaves the School
  - The Student dies. In this case, it must be kept for 7 days, in case required by the coroner.
3. Creams and ointments may be expelled from tubes into a plastic bag and placed in the yellow clinical waste bags. Needles, syringes and broken glass should be placed in the sharps' bin.
  4. Any medication left in cabinets at the end of the Summer Term should be signed over to the *Assistant Head of Therapies and Medical Care* for disposal.

## Guidelines for medication for onward transfer to respite facilities

### Supply

1. All parents/carers are required to sign a request form asking the school to **store a package containing medication** for their child's use at their respite facility.
2. The package must be delivered personally by the parent/carer or by the transport escort and handed directly to classroom staff.
3. **The package must not be placed undeclared in a student's bag or overnight case.**

### Storage

1. The **package containing medication** will be stored in the locked cupboard, within the Nurse's Room, designated for Respite Medication in Transit and **will not be taken to the class base**.
2. No details of individual medicines contained within the package will be recorded.
3. The package will be stored **unopened** and no responsibility will be taken by the school for the contents of the package, as **the medication is not for use in school**.
4. This cupboard is not to be used for any other purpose, e.g. money storage etc.
5. Only staff with a student in their class group, who needs to use this service, will have access to the inner storage cupboard.

### Records

1. All packages containing medication received in school for onward transfer to respite facilities will be recorded in individual student receipt books, held in the locked cupboard within the Medical Room.
2. The receipt books will identify the student by name and photograph, and will contain date, time and signature details of packages received and delivered for that student.

**NOTE – This is not a service which the school is obliged to offer.**

### References

DfE guidance: Supporting Students at School with Medical Conditions August 2017.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

## Supporting students at Manor Green School with medical conditions

Students at Manor Green School will not be disadvantaged because of their diagnosis or medical condition and all practical arrangements will be made to ensure that they can continue to access learning and be supported in school. There may be exceptional circumstances, if prescription medication is unavailable, where the school believes it is not practical to have students in attendance on medical grounds. The school will ensure this is kept to a minimum, medical professionals are consulted, and the parents are kept informed of the rationale. In these circumstances, the school will work in partnership to assist in ensuring the right support is in place as soon as is practicable.

The school will work with the school and community nurses and parents to ensure appropriate care plans are in place, where necessary. The school and community nurses, with parents, will decide upon where it is appropriate for students to have Medical Care Plans. Where the Medical Care Plan is not in place due to it not being returned, or signed, or where the medication is not in school, in the event of a seizure an ambulance will be called immediately.

Medical Care Plans will be copied and available in the young person's Student Passport folder, which is stored in the student's classroom. Student's will be identified by forename and the first initial of their surname on the front of their Passport in order to comply with GDPR.

In the event of a student needing to enter hospital or remain at home for a period of time the school will liaise with health professionals and be guided by them as to when it is appropriate to provide the student with schoolwork.

The school will make the necessary arrangements for transition back into school, on a part time basis, if necessary. The school will risk assess, through consultation with health professionals, on how best to return the student to the school environment.

Each student's Medical Care Plan will be evaluated on an individual basis and shared with parents and, where appropriate, students will be consulted regarding their needs. These Medical Care Plans will be reviewed annually however, if medical needs change, they will be reviewed when necessary. If appropriate the student's Medical Care Plan will include emergency procedures for staff to follow when needed.

Written request from parents must first be signed by a member of the Leadership Team before medication can be administered by a member of staff in school.

Training will be given to all staff on the administration and delivery of medication in school. The community nurse will provide training on the administration of specific medication in school i.e. the administration of medication for Epilepsy, Diabetes, etc. on an annual basis.

It will be the responsibility of the *Assistant Head of Therapies and Medical Care* to ensure that staff are trained and that the relevant staff are aware of the medical needs of students.

Risk assessments for off-site visits are the responsibility of the organiser of the visit and are to include the safe transportation, storage and administration of medication. The Educational Visit Leader will be responsible for the designation of who will be responsible for medication and where medications are to be administered, recognising the sensitivities of having to take medication in a public place.

### **Student managing their own medical needs**

Students who are competent should be encouraged to take responsibility for their own medication. Parents will be consulted on the suitability of each student to be responsible.

Should a student need to go to hospital, a decision will be made as to whether a member of staff will stay with the student until the parent/carer or guardian is able to take over, or if necessary, accompany the student to the hospital by ambulance.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- the School Website
- The School Bus Compliance Manager
- Medication training

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

## Review of procedure

This procedure shall be subject to periodic review and may be changed from time to time.

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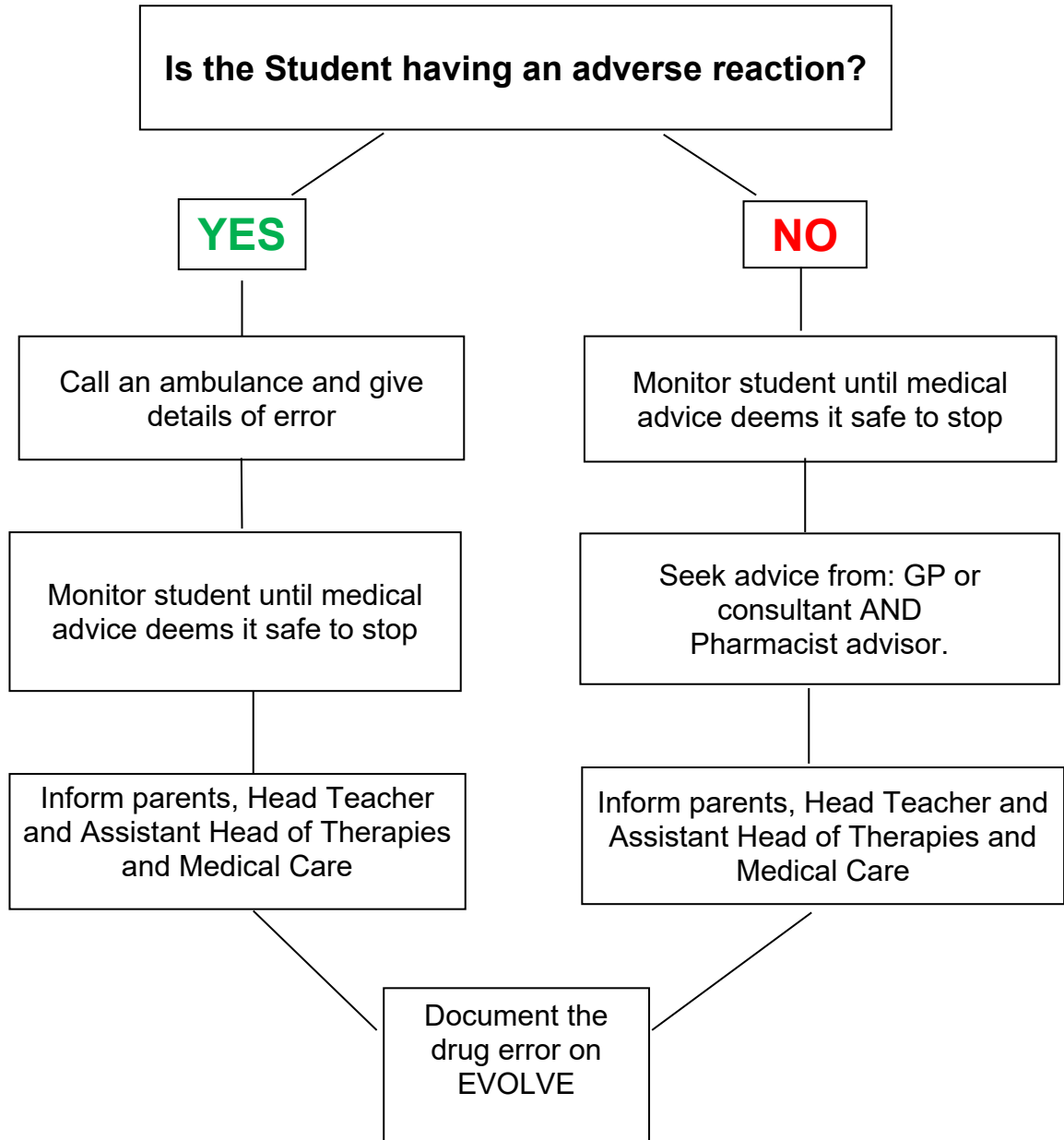
The Local Governing Board approved this policy on date: 3<sup>rd</sup> July 2025

Signed: Colin Hayfield Chair of Governors

Signed: Helen Hannam Head teacher & Principal

<b>Date of review or revision</b>	<b>Description</b>	<b>Author or reviewing officer</b>
June 2025	General update	Kathleen Brown

# If A Drug Error Occurs



NEEDLE STICK INJURY: follow plan below.

## Sharps, Scratches and Bite Injuries



- Attend nearest A&E Department.
- Post exposure prophylaxis (PEP) treatment within 72hrs.