

RACHEL MADOCKS SCHOOL
Medicine Management policy

To be read in conjunction with Rachel Madocks School First Aid Policy and appendices. Hard copies are available from the school office.

Rachel Madocks has a significant number of pupils with complex medical needs. Our student's health and well being is of paramount importance and needs to be managed safely and efficiently in order to achieve this. A wide range of different medications are managed within the school setting on a daily basis, it is therefore vital that everyone involved in medicine management and administration understands their individual responsibilities. This includes school staff, parents, visiting professionals and in some cases, students. Roles and responsibilities are set out in the following policy and should be read and adhered to by all involved.

Procedures for managing prescription medication

- All medication to be administered in school must be sent to school in the original container labelled by the pharmacist with the pupils name, the required dose and the expiry date on.
- All regular medication is stored in the pupil's class base in a locked cupboard or the central locked fridge if necessary.
- Medication will be administered by class staff that have completed medicine management training.
- All staff involved in drawing up of medication must wear the "do not disturb" pink jackets.
- Medication will be drawn up as it is needed and checked by a second member of staff against the class medication folder. This will then be administered by the same members of staff that were involved in the process, signing this off in the medication folder directly after administration.
- Emergency Individual Care plans will be reviewed termly or as required by medical changes and updated to reflect pupil's individual medical needs and requirements. This will be completed by the school nurse and class team.
- Emergency medication and protocols will be kept in locked cupboards in class and class staff will be trained in administering

the relevant emergency medication. The key to these cupboards will be kept in a location only available to staff.

- PRN medication. Some occasional medication may not have a pharmacy label but must be in the original container, have the pupils name on and the expiry date for the medication.
- Staff receiving any verbal information regarding medication or medical issues **MUST** complete a medical message slip. This information slip must then be passed on to any relevant staff members **IMMEDIATELY**.
- If a pupil is assessed by the parents and the school nurse to be competent in administering their own medication they will be supported to do so with relevant training and advice. Class staff will be aware of this process and offer supervision and pupils ability to complete the task will be regularly assessed.
- If a pupil refuses to take their medication this must be recorded on the medication record sheet, parents will then be informed by telephone.
- If a pupil vomits after medication no more medication may be given and parents must be informed.
- Any changes in regular medication must be confirmed by parents on a change of medication slip, this must then be filed in their medication file in class and school medical file. No changes can be instigated until we have received the change of medication form.

Parental responsibilities

- Parents/Carers are responsible for providing all pupils medication when requested and in the original containers, with the pharmacist label with the pupils name on, the dose and the expiry date.
- Permission and dosage forms must be signed by parents annually for regular and emergency medication and any occasional medication including paracetamol.
- Parents/Carers must complete a change of medication form when there are any changes to the pupils medication or dosage.
- Parents/Carers need to inform school in writing in the home school book if any additional medication has been given before their arrival at school.
- Pupils may only be given any non - prescription medication if prior written or verbal agreement has been obtained by the parents.
- Disposal of any expired or unwanted medication is the responsibility of parents.

Off site medication

- During school trips regular medication may need to be taken off site to be administered. In this situation the medication will need to be drawn up and checked before the pupils leave school and should be administered and checked in the community by the same staff members.
- Whilst off site all medication is the responsibility of school staff and should be kept away from pupils at all times, these should be stored in the red draw string bag supplied.
- Draw string bags should not be specifically labelled with "medication in bag" to ensure safety when out and about in the community.
- All medication, regular and emergency, should be listed on the 'going out form' and these forms should be checked when administering the medication.
- On return to school, the appropriate staff should make sure the class medication folder is signed by the staff members who gave and witnessed the administration of the medication.

Storage of medication

- Due to the SEN of the pupils in Rachel Madocks school all medications in school need to be stored safely and securely.
- Emergency medications will be stored securely but easily accessible for relevant staff to access.
- Pupils deemed capable of administering their own medication will still have to contact a staff member in order to gain initial access. This is to safeguard all other pupils in school and to reduce risk of drug errors.
- All medication needed to be stored at controlled temperatures will be kept in a locked fridge

Carrying Medication

- No medication should be kept in pupils individual bags.
- Most medication will be administered by class staff, however if a pupil is able to administer their own medication safely (e.g inhalers) then they should be supported to do this. A full risk assessment of this procedure would be undertaken before a pupil is allowed to administer their own medication.

- Medication being transported to and from school should have a "medication in bag" label to alert staff and parents/carers.

Residential Trips and extra-curricular activities

- Residential specific medication forms are sent to each parent to complete for all medications given in a 24 hour period.
- New medication recording sheets will be created specifically for the trip

School supplies a locked box for storage of medications while on residential.

Staff training

- All staff, where appropriate, will be trained in the administration of emergency medication for specific pupils.
- All staff required to administer regular medication will undertake appropriate training by the school nurse or other medical personnel.
- Any additional training for specific pupil needs will be undertaken by appropriate school staff and delivered by trained medical professionals.
- A significant number of pupils in school have complex medical needs, if required these are all addressed in the pupils emergency care plan. Any training needs that are highlighted from the care plan will be provided by appropriate medical personnel and co-ordinated by the school nurse.
- Relevant staff members will be responsible for all record keeping and insuring it is correct and up to date at all times. They are also responsible for making sure all requests for medication are sent at the correct time.

Record keeping

- There will be a log of all medication sent into school stating when the request for medication is sent out, the amount of medication that is sent in to school and if this medication is sent home again. This record will be kept in the class medication folder.
- A staff initial/signing sheet should be placed at the front of the medication folder for reference.
- Emergency medication needs to be checked regularly by class staff to check the expiry dates on the medication and if necessary more medication requested before the expiry date. A list of expiry dates will be kept in the class medication folder.

- When new recording sheets are necessary, class staff are responsible for checking for any changes in medication before filling in the new recording sheets. Any changes to medication must be checked by a 2nd member of staff and initialled by them on the medication sheet. Staff also need to make sure the master copy of the medication form on the school system has been updated. Also the heads of department must be informed of any changes.
- All syringes **MUST** be labelled by class staff and these are disposed of weekly on Friday.

Unacceptable practice

It is unacceptable to:

- Leave a child who may require emergency medication with staff who have not had appropriate training.
- Leave a child who is unwell unaccompanied or with someone unsuitable.
- Administer any medication without the appropriate training.
- Give care for specific conditions without support or training from experienced staff.

Reviewed May 2017

C Masson/ Z Moore/ A Marrington

Agreed by The Governing Body September 2017

Signed-----

Review May 2019