



# THE KING FAHAD ACADEMY

## Administration of Medicines Policy

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*Including templates for supporting pupils with medical conditions*

## KEY FACTS

- The King Fahad Academy welcomes and supports students with medical conditions and makes sure that staff understands their duty to safeguard and promote their welfare.
- Administration of medication requires effective and regular communication between parents and school staff.
- Written permission is required for administration of all medicines, as well as consent to emergency medical treatment and medical advice.
- Individual Health Care Plans will be provided by the school in close liaison with parents for long term and complex health needs.
- All medicines are stored in specific secure location at school, and administration of all medication is recorded.
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

## 1. Aims

- 1.1. Our aim is to implement and maintain an effective management system for the administration of medicines to all students in our care as well as to ensure that we provide support to individual students with medical needs.
- 1.2. The purpose of the document is to provide an outline of how staff manage medication in school and to put in place effective systems to support individual children.
- 1.3. We wish to ensure that all children with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- 1.4. Staff asked to give children medication to help keep children safe and healthy, and the measures taken must not discriminate against children with long term health conditions or who otherwise need medication.

## 2. Applicability

- 2.1 This policy applies to all children in our care, onsite and offsite, and including early years.
- 2.2 This policy is addressed to all staff and covers the administration by staff of medication to children in the care of the school. This policy should be read in conjunction with the First Aid Policy, and in conjunction with procedures discussed with parent/carer(s) for managing children who are ill or infectious. We must take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

- 2.3 This policy has been written to ensure that we promote the good health of all the children in our care. We are responsible for obtaining information about a child's needs for medicines, and for keeping this up-to-date. To this end, we will regularly review medication permission forms to ensure that there are no changes. We will still contact the parents by telephone to check that we can still administer the medication. This is to protect the child, parents and the school.
- 2.4. Our policy applies to each and every medicine that a parent wants us to give during the school day, on school visits and residential visits. We ensure that the permission we obtain from parents applies from the start of any course of medication and during the entire course of treatment. Written parental consent will always be obtained prior to any course of medication.
- 2.5. Parents should keep their child at home if acutely unwell or infectious.

### **3. Parents Responsibility**

- 3.1 Parents are required to complete a Student Medical Form which includes data relating to any health conditions and listing any medicine the student may require. Parents are then required to give their consent to the school nurse or the first aiders to provide an appropriate medical treatment in case of an emergency. Parents are also required to submit medical information prior to residential trips. Parents are regularly reminded throughout the school year to keep us up to date of any changes to core information in person, in writing or by telephone.
- 3.2. We promote on-going communication with parents in order to ensure that the specific medical needs of all students in our care are known and met.
- 3.3. We expect parents to inform us at admission and registration of any known medical needs, to supply the medicine and ensure that it is in date; to cooperate promptly with the school to replace any supply as necessary at the request of the school.
- 3.4. Parents must inform us if their child develops a medical condition which will require either any medication to be taken at school and of any changes to the medication required. Only one parent (person with parental responsibility under the Children Act) is required to agree to, or request, that medicines are administered by staff at school.
- 3.5. We ask parents to make sure that only essential medication is taken at school; that is, where it would be detrimental to the student's health not to administer the medication during the school day.
- 3.6. When a child is on antibiotics or having an acute illness, parents may be asked not to allow him/her to attend school for 2-3 days in case they react adversely to the medication and/or in circumstances where the school consider it is necessary to prevent the spread of infection to others. This particularly applies if the child has not had the antibiotics before or if the child is having a known contagious illness.

## **4. Staff Responsibility / Training**

- 4.1 The school appoints a full time qualified nurse who is responsible for administering medicine in line with the school policy. In case of her absence, a First aider will take charge of administering medicines and to be responsible to apply first aid measures as appropriate.
- 4.2 A First Aider or an appointed person will be responsible for administration of medicine on school trips if needed, which will be stored in first aid kits taken in school visits. The medicine should be returned back to the School Nurse to store it as appropriate.
- 4.3 School will maintain a record of all training undertaken when it is required to administer a particular type of medicine or in dealing with emergencies.

## **5. Prescription and non-prescription medication**

- 5.1 The nurse will not administer any medication that has not been prescribed for that particular student by a doctor or a dentist in the United Kingdom.
- 5.2 Medicines brought from abroad will NOT be given to children except in very exceptional circumstances and should be accompanied with a doctor prescription.
- 5.3 The Nurse may only administer non-prescribed medication such as simple analgesics like Paracetamol if the parents have already signed and returned the medical form that includes giving consent for their child to have non-prescribed medication if necessary.
- 5.4 Medicines containing Aspirin or Ibuprofen will not be administered to any student unless prescribed by a doctor for that particular student.
- 5.5 The use of non-prescribed medication should normally be limited to 24 hours period and never exceed 48 hours duration, without medical advice being sought by the parent.
- 5.6 Most antibiotics do not need to be taken during the school day and parents should be encouraged to ask GP to prescribe an antibiotic which can be given outside school hours, where possible.

## **6. Administration of Medicine**

- 6.1 All medicines supplied to the school by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. When administering medication, The Nurse or her substitute will check:-
  - \* The student's name
  - \* The name of medication
  - \* The prescribed dose
  - \* The expiry date
  - \* The method of administration.
- 6.2 If The Nurse or her substitute are in doubt over the procedure to be followed, the parents will be contacted before action is taken.

- 6.3 The date, name and class of the child, the type, name and dose of the medicine as well as the time of administration of the medicine will be recorded in the record book in the Nurse's Room with the initials of the administrator.

## 7. Storage of Medication

- 7.1 Medicines are always securely stored in accordance with individual product instructions.
- 7.2 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 7.3 Emergency medication such as Inhalers and EpiPens will be kept in the Nurse's room. However, older students should carry their own emergency medication at all times, with a duplicate in the Nurse's room in a clearly marked box.
- 7.4 We will keep medicines securely in the Nurse's room and only named staff will have access to them. Emergency medications e.g EpiPens, Asthma pumps and Midazolam ( for repeated epileptic fits) are kept in an unlocked glass compartment of the main cupboard in the nurse's room.
- 7.5 The nurse's room shouldn't be locked during the school day and whenever there are school children in the premises to allow access to an emergency medication if needed.

## 8. Individual Healthcare Plans

- 8.1 Where a student has long term or complex health needs, the nurse will liaise with the parents to produce an Individual Healthcare Plan (IHP) for that student. The IHP is a confidential document which outlines the procedure staff follow in the event of an emergency.
- 8.2 The IHP is only completed for children who have serious medical conditions such as Diabetes, epilepsy severe allergies, asthma and Cancer who may need emergency intervention.
- 8.3 The IHP will be implemented and reviewed annually by the parents. The parents will be responsible to inform the School Nurse of any changes needed to the IHP.
- 8.4 Once the IHP is implemented, The School Nurse will be responsible for making sure the plan is adhered to and that an annual review is undertaken with the parents. Students should be actively involved in this process so they can contribute as much as possible to the development of their healthcare plan and as such be well-informed about taking good care of their own welfare.

## 9. Emergency Procedure

- 9.1 The Nurse will attend and assess the incident, and if necessary, an ambulance will be called as appropriate.

- 9.2 Staff should never take a child to hospital in their own car except in very exceptional circumstances. It's always safer to call an ambulance.
- 9.3 In the parent's absence, a member of staff will accompany the child to hospital and will wait until the parents arrive. School staff should take the child's contact details with them to the hospital. The parents will be contacted to go directly to the hospital.
- 9.4 The Nurse should always dial 999 for the emergency services in the event of a serious medical emergency. She might appoint another member of staff/security to call the ambulance; consequently, they must make clear arrangements for liaison with the ambulance services on our school sites.

	Name	Post	signature
Issued by	Dr Samia Morsy	Health Coordinator	Signed on 7/12/2017
Authorised by	Dr Abdulghani Alharbi	Director General	Signed on 7/12/2017 Signed copy at Ms Magda's Office

# Individual Healthcare Plan

Name of school	
Child's name	
Grade	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

## Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

## Clinic/Hospital Contact

Name	
Phone no.	

## G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc**

**Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision**

**Daily care requirements**

**Specific support for the pupil's educational, social and emotional needs**

**Arrangements for school visits/trips etc**

**Other information**

**Describe what constitutes an emergency, and the action to take if this occurs**

**Who is responsible in an emergency (*state if different for off-site activities*)**

**Plan developed with**

**Staff training needed/undertaken – who, what, when**

**Form copied to**

## Parental agreement for setting to administer prescribed medication

The school will NOT give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Grade	
Medical condition or illness	

Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – YES / NO	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) -----

Date -----

## Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

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

- 1. Your telephone number 020 8743 0131**
- 2. Your name**
- 3. Your location : The King Fahad Academy, Bromyard Avenue, W3 7HD**
- 4. Provide the exact location of the patient within the school setting**
- 5. Provide the name of the child and a brief description of their symptoms**

**Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient**

- 6. Put a completed copy of this form by the phone**