


<b>Al Ain English Speaking School</b>  <b>مدرسة العين الناطقة بالإنجليزية</b>			
<b>Document Title</b>	Policy on Administration of Medication		
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<b>Document Owner</b>	Al Ain English Speaking School - Clinic		
<b>Applies to</b>	All students, Staff and Parents		
<b>Classification</b>	Public		

## 1. INTRODUCTION

Al Ain English Speaking School aims to outline the policy and procedures for managing medicines in schools so it is understood by staff, parents and children; and so that all children, including those with medical needs receive proper care and support in our school.

## 2. OBJECTIVES

- 2.1 To set forth the procedures that must be followed when administering both prescription and non-prescription medication to students at the school during the school day & offsite during school trips.
- 2.2 To provide guidance on the role and responsibility of safe medication administration at the school by the DOH Licensed School Nurse which always follows principles of consent.
- 2.3 To encourage and support safe & inclusive practice including assisting children who self-manage their medication & and those who are People of Determination
- 2.4 To ensure regular attendance by all children not withstanding their long term or complex medical needs
- 2.5 To maintain employee training to support best practice and compliance & promote awareness of complex conditions including Asthma, Cardiac disease, Anaphylaxis, Diabetes & Epilepsy
- 2.6 To indicate Record keeping & safe storage requirements

## 3. INCLUSION & CHILDREN WITH SPECIAL MEDICAL NEEDS

- 3.1 We recognise that there may be times when medication prescribed for a complex, acute or chronic condition needs to be administered to ensure a child's participation in our school. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy with parental consent
- 3.2 If a risk assessment and parent wishes identifies that a student can manage their own medication administration & medical needs themselves (for example students with Diabetes) this is promoted as long as risks can be managed and contact and monitoring maintained
- 3.3 All Medications for chronic health conditions must be prescribed and documented in a Doctor's report
- 3.4 When a child is admitted to the school with special medical needs we will, in partnership with the parents/carers discuss their individual needs and write a risk assessment & protocols. We will also involve other outside agencies as appropriate to the needs of the child and family.
- 3.5 Records will be shared with relevant staff, consultants or agencies in a confidential manner
- 3.6 Any resulting training needs for Nursing or other staff will be identified and arranged from the appropriate support agencies.

3.7 The School Nurse will liaise with other specific school personnel such as SENCO & Counsellor to work collaboratively in a non-discriminatory manner to manage multiple needs for students of determination

## 4. PROCEDURES

### 4.1 On Admission

4.1.1 All parents and carers are asked to complete a family record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care such as whether they are students of determination. These details are updated every 12 months. This form also enables parents to consent to one off 'as required' administration of over the counter medications such as oral Analgesia, & Antihistamine & topical ointments.

4.1.2 Parents should advise the school nurse directly if a child should not be given specific types of medication or pain relief such as Ibuprofen

### 4.2 Emergency Medication & Controlled Medication

4.2.1 Specific specialised training is required for those staff prepared to act in emergency situations. Staffs who agree to administer the emergency medication must have training from an appropriate health care professional which should be updated annually. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies including use of EpiPen devices, emergency treatment for Epilepsy including use of Buccal Midazolam, emergency treatment for Diabetes including use of Glucagon & Insulin.

4.2.2 Parents are responsible for supplying up to date EpiPens when they are requested by the school nurse. Failure to comply will be reported to the school SLT and may impact on attendance due to safety issues

4.2.3 Controlled medication must be stored and administered according to regulation. Two nurse must verify amounts of stock and administration recorded by double-signing entries. A Doctors written instructions should be obtained.

4.2.4 Relevant personnel should be made aware that a student is taking the medication such as Class teacher, Counsellor, SENCO

### 4.3 Administration of Prescribed Medication

4.3.1 If a child needs to receive medication during the school day parents or carers will be asked to come into school and personally hand over the medication to the Nurse.

4.3.2 On receipt of medication, a 'Medicine Record Sheet' should be completed and signed by the Parent/Carer. Completed forms will be kept with medications in the School Clinic.

4.3.3 The medication should be in the original container as dispensed clearly labelled with the instructions for administration or have the instructions in writing from a Clinician including:

- ***The child's name***
- ***Name of medication***
- ***Strength of medication***
- ***How much to be given***
- ***When to be given***

• **Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)**

• **Length of treatment**

4.3.4 Any other instructions such as label 'to be taken as directed' does not provide sufficient information unless accompanied by a letter from a Doctor stating directions.

4.3.5 Liquid medication should be measured accurately using a medicine spoon or syringe.

4.3.6 Medication should not be added to food or drinks unless there is a specific reason.

4.3.7 A record of the administration of each dose will be kept and signed by the School Nurse. The Nurse will contact the class teacher and HOY to plan how and when the administration will take place each day.

4.3.8 If the medicine is changed or discontinued before the completion of the course or if the dosage changes the School Nurse should be notified in writing by the parent/carer. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.

4.3.9 Should the supply need to be replenished this should be done in person by the parent or carer.

#### **4.4 Application of Creams and Lotions**

4.4.1 Non-prescribed creams and lotions may be applied at the discretion of the School Nurse in line with this policy but only with written or verbal consent from parents and carers.

4.4.2 Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.

4.4.3 Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

4.4.4 Sun cream needs to be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to school. Children may bring in their own creams but parents and carers must ensure it is in date and of at least SPF 25 or above. It should be labelled clearly and is the child's responsibility.

#### **4.5 Alternative Medication**

4.5.1 Medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

#### **4.6 Analgesia (Pain Relief) & other OTC medications such as Antihistamine/Antacids**

4.6.1 Pain relief medications such as Panadol & Ibuprofen will only be given if the child has conditions such as headache, muscle aches, back ache, tooth ache, colds and fever.

4.6.2 Parents/Carers will be contacted to provide consent before pain relievers are administered unless this is already documented at time of registration.

4.6.3 The Nurse should check prior to giving medication to check if analgesia has already been taken that day to prevent overdose and to manage future medication administration accordingly. Parents should be consulted to verify details

4.6.3 Parents/Carers will be contacted to provide consent before any other over the counter (OTC) medications are administered unless this is already documented at time of registration.

#### **4.7 Refusing Medication**

4.7.1 If a child refuses medication the School Nurse will not force them to take it. The refusal will be noted and parents contacted by telephone.

4.7.2 In the event of a child refusing emergency medication parents and carers will be contacted immediately by telephone. The emergency services will be contacted immediately and the School Nurse will accompany the child to hospital.

#### **4.8 Storage and Disposal of Medication**

- 4.8.1 All medication will be kept in School Clinic in the lockable storage or Medication Fridge. Only Clinic personnel have access to the keys
- 4.8.2 Provision for access to prescribed medication should be made during off-site visits where the Nurse will pass the medication to the care of a designated employee. They should store this safely with them offsite and return the medication to the clinic on return to the school.
- 4.8.3 Emergency medication will be stored out of the reach of children. Designated members of staff working in the school will need to be made aware of the location of the emergency medication and keys only when necessary. The School Nurse will make sure that emergency medication is kept safe and secure but quickly accessible in an emergency
- 4.8.4 Medication requiring refrigeration will be stored in the locked fridge in the Clinic. It will not be accessible to children.
- 4.8.5 A regular check of all medicines in the School will be made every 6 weeks and will be completed by Nurse Faye Pagulayan (RN). Parents and carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.
- 4.8.6 Any medication which is not collected by parents and carers and is no longer required will be disposed of safely. No medication should be disposed of into the sewage system or refuse.
- 4.8.7 Asthma medication/inhalers will be kept in the clinic in a labelled drawer.

#### **4.9 Offsite Activities and Educational Visits**

4.9.1 The named leader of the activity must ensure that all children have their medication, including any emergency medication available. The medication will be carried by a designated member of staff. This also includes asthma inhalers, EpiPens and other relief medication.

4.9.2 The designated person must ensure that they have met with the school nurse prior to the school trip so that they can receive up to date information on administration & training