

## **Terra Nova School Administration of Medicine Policy (including EYFS)**

### **General**

Terra Nova School recognises that many pupils will at some time need to take medication at School. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at School, and Terra Nova wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The Headmaster will implement this Policy and report as required to the Governing Body. Medication will be administered by the Matrons.

All academic staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. (Circular 14/96 Supporting Pupils with Medical Needs).

However, Matrons and some specified staff, will be given training to administer First Aid and/or medication to pupils.

### **Staff Indemnity**

The Governing Body of Terra Nova School fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The governing body will meet any claims in these circumstances.

### **Guidelines**

#### **Records (Medical Form)**

On admission of the pupil to the School, all parents will be required to provide information giving full details of:

- i) immunisations
- ii) medical conditions
- iii) allergies
- iv) regular medication
- v) emergency contact numbers
- vi) name of family doctor/consultants
- vii) special requirements (eg dietary)

All parents will be required to up date their child's medical needs when the need arises and there is a change in medical circumstances.

#### **Administration of the Non-Prescribed and Prescribed Medication**

Parents of children, who have brought medicine into School for it to be administered during the course of the day, will need to see the Senior Matron and fill in a Request to Administer Medication Form. The child's word for medication to be given **must not** be taken.

The Request to Administer Medication Form will include:

- i) name of child and form
- ii) name of medicine (with expiry date)
- iii) treatment for

- iv) name of doctor who prescribed it, and contact details (if prescribed medicine)
- v) dosage
- vi) how it is to be administered
- vii) when to be given
- viii) storage details
- ix) any other instructions

The Form will end with the following consent statement:

“The above information is accurate to the best of my knowledge at the time of writing and I give consent to the School to administer the medication in accordance with the School policy. I will inform the School in writing of any changes to the above information”

It will be signed and dated by the parent or guardian.

A separate form must be completed for each medicine to be administered.

The Matron (or in special circumstances the School MOH) will decide whether any medication will be administered in School, and by whom (usually the Matrons). In appropriate cases the School MOH and parents in consultation with the Senior Matron will draw up a healthcare plan.

The medication must be in a container as prescribed by the Doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (eg inhaler for asthma) the Senior Matron will check that the pupil fully understands what has to be done, and will supervise the administration.

Normally medication will be kept under the control of the Senior Matron unless other arrangements are made with the parent.

Normally the administration of medication will only be done in school at the following times:

- i) immediately before school
- ii) breaks and lunchtime
- iii) or in the case of boarders at notified surgery times in the evening

### **Intimate or Invasive Treatment**

Invasive treatment would not normally take place in school, but in exceptional circumstances the Headmaster is authorised to agree to it. The Senior Matron and another member of staff must be present when treatment takes place. The other member of staff will be of the same gender as the pupil (where practical a pupil's wishes will be taken into account).

### **Long-term Medical Needs**

The Governing Body and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the School, parents, and in most cases the Family Doctor. The Governing Body also reserves the right to discuss the matter with the School MOH.

## **Records**

The Surgery Book, Medicine Administration Chart (beige) and Non-Prescribed Medicine Administration Chart (green) must be completed in every instance. They are kept in the School Surgery and each entry is signed by a Matron.

The Surgery Book records:

- i) date and time
- ii) name of pupil
- iii) medication given
- iv) how much was given
- v) who supervised the administration
- vi) pupil's signature
- vii) any ailments
- viii) reason the pupils was seen
- ix) note of any side effects (if necessary)

Medicine Administration Chart records:

- i) name of pupil
- ii) medicine name (with expiry date)
- iii) dosage
- iv) when
- v) period

This chart is counter-signed by 2 Matrons

Administration of Non-Prescribed Medication Chart records:

- i) name of pupil
- ii) form
- iii) date
- iv) time
- v) medicine name (with expiry date)
- vi) dosage
- vii) symptoms
- viii) duty staff
- ix) child's signature

The Surgery Book will be checked and counter regularly checked and signed by the Headmaster and the School's MOH.

## **Training**

The Governing Body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines. The School MOH has signed to say that the Matrons and the Headmaster's Wife are competent in administering medicines.

## **Monitoring and Review**

The Head will be responsible for monitoring the implementation of the policy, and reporting when required. The School MOH gives a verbal report to the Governors annually.

## **Procedure for the Administration of Medicine**

### **Responsibility**

It is the responsibility of the School to provide medical care through the approved agencies of: School Medical Officer of Health, Matrons, and others who are first aid trained such as Head's Wife, Form Teachers, who may be expressly empowered by one of the above agencies, to ensure the health and security of all children at Terra Nova.

### **General Information:**

The following are medically qualified personnel acting for the children of Terra Nova School

School MOH	- Dr Janie La Coste (Holmes Chapel Health Centre)
Senior Matron	- Mrs Robina Smith (First Aid)
Second Matron	- Miss Cindy O'Malley (First Aid)
Day Matron	- Mrs Sandra Blackhurst (First Aid)

### **Storage and Control of Medicines**

#### **All Medicines are held in secure storage in a locked cabinet in the Surgery**

Key holders are:	Mrs Robina Smith
	Miss Cindy O'Malley
	Mrs Sandra Blackhurst

### **Surgeries**

- i) Surgeries are held at regular times throughout the day for boarders and there is access to the Matrons for all children at all times
- ii) Doctor's surgery is on Tuesday morning at 07.45am but the MOH is available to give advice at all times.
- iii) It is the responsibility of the Senior Matron to ensure that:
  - a) Any pupil from overseas can be registered with the Holmes Chapel Health Centre.
  - b) A record is kept of those for whom Private medical insurance has been taken out. It is compulsory for any pupils who are not covered under the NHS to be enrolled under an appropriate scheme.
  - c) A medical record is kept registering all visits, the nature of the visit, and any treatment that is deemed necessary. This is recorded in the The Surgery Book (Medical Record Book), which **MUST** be completed at the time of the visit. The Surgery Book is regularly checked and signed by the Headmaster and the School MOH.
  - d) All medicines must be kept in a locked cabinet and must be clearly marked and in their original container with the expiry dated noted.
  - e) A record is kept of any specific problems that parents have filled in on the Medical Information Form and to ensure all staff are aware of the nature of the problem and any action they may be required to take.

### **Issuing of medicines in School**

- i) Medicines may be issued in accordance with the procedures outlined above involving observation and diagnosis.
- ii) Only the Matrons will dispense medication (prescribed and non-prescribed).

**Day Children**

Parents of children who have medicine to be taken during the day should report to Matron on arrival at School. Such medication must be in its original container and clearly marked with the child's name and signed in to Surgery using the "Request to Administer Medication Form" with the expiry dated noted.

**Herbal/holistic remedies**

It should be recognised that some parents may wish to follow alternative methods of treatment. Those wishes should be respected and provision made for both treatments and remedies to be issued to pupils.

**Emergency Medical Treatment**

If a pupil requires emergency medical treatment, every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the Headmaster (or other designated member of Staff) will act in "loco parentis" and is authorised to give consent to such treatment (including anaesthetics or operations) as may be recommended by the Hospital or the School MHO. In all cases parents or guardians will be informed at the earliest possible moment. This forms part of the School's Standard Terms and Conditions.

**Treatment of Pupils who become ill at School**

Parents will be informed by telephone if their child has been taken into the care of the Matrons, whether they are seen by the School MOH or not. This is the responsibility of the Senior Matron / Matron on Duty.