

**Limington House School**  
**Medicine Management Policy**



Limington House School has a significant number of pupils with complex medical needs. Our pupils' 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 and visiting professionals. 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**

- Parents of pupils requiring regular medication during school hours will have discussed the procedure with the school nurse or associate practitioner.
- All regular medication requires a signed consent form from parents. This form is supplied by the school nurse or associate practitioner and must be signed in the last 12 months to be valid.
- Medicine coming into school must be passed to the school nurse or associate practitioner immediately for secure keeping and administration.
- For regular administration it is important that parents obtain a supply of medication that can be kept in school. The nurse or associate practitioner will inform parents when further supplies are required.
- In the case of short-term medication, such as antibiotics, this is not practical and it will be necessary for the medication to travel to and from school each day.

**Short Term Medication**

- The medication must be sent to school in the original container bearing the pharmacist's label clearly stating the pupil's name, the medication, expiry date, strength and dosage.

- Only medication that has been prescribed by a doctor may be given in school. Over the counter remedies, such as cough syrups, lemsips and creams, cannot be administered by school staff.
- All medication must be stored safely. They must be kept in the locked medicine cabinets or drug fridge where appropriate. All bags and medication are stored in the medical room when a pupil is attending respite.
- In the absence of the school nurse or associate practitioner at the end of the school day, designated staff are responsible for ensuring that medication is placed in the pupil's bag and the bag tagged.
- Asthma inhalers are kept in the medical room.
- Where medicines are to be administered in school it is important that written instructions should be received from the parent or doctor. This should specify the name of the child, name of the medication, strength (mgs per ml or tablet) and how it should be administered. When creams are to be administered it is important that the exact details of application are specified.
- The designated nurse or associate practitioner will seek clarification of timing of administrations. Please note that taking medication three times a day could mean before school, after school and at night relieving the school of responsibility.
- All administration of medication should be recorded on individual pupils' medication charts kept in the medical room.
- Occasional or single dose medication should be recorded.
- All changes to medication must be in writing by a doctor, if a verbal message is given, the school nurse or associate practitioner must receive written confirmation before the change can take place in school.

### **Administering Medication**

- Ensure the pupil's name is correct.

- Refer to the written instructions of the medication regarding the pupil.
- Ensure the medication is in date.
- Ensure the prescribed dose is correct.
- Ensure the prescribed frequency of the medication is correct.
- Measure out the prescribed dose and ensure the pupil's name is correct again.
- Once the medication has been given, complete and sign the record sheet.
- If uncertain do not give the medication and check with the pupil's parents.
- Designated staff will receive training in the administration of medication which will be updated at the start of each academic year.
- Within Limington House School it is possible for named members of the support staff to combine such responsibilities with another role where the intermittent nature of the medical provision can be dovetailed in with their responsibilities.
- Hampshire County Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. For the purposes of indemnity the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides.

### **Non-Routine Administrations**

- Specially appointed staff will be available to carry the administration of epistat, rectal diazepam or epipens. In all cases professional guidance via the medical team will be obtained with regular annual training.

## **Administration of Epistat or Rectal Diazepam**

- Pupils who have been prescribed epistat or rectal diazepam will have their own supply which is stored and locked in the medical room.
- Consent for administration will be on a drug chart signed within the last 12 months to be valid. The school nurse or associate practitioner will have discussed a written protocol with parents and a copy of specific instructions regarding administration will be kept with the supply.
- The school nurse or associate practitioner will ensure that supplies are adequate and in date.
- It is the responsibility of the class teacher to ensure that epistat or rectal diazepam is taken with the pupil when going off site. The teacher is responsible for ensuring that a designated person confident in the administration of epistat or rectal diazepam accompanies the pupil on any off site visits. The school nurse is available to advise and offer training regarding the administration of epistat or rectal diazepam. All staff will receive annual training to administer epistat or rectal diazepam.
- If designated named staff do not feel confident in the administration of epistat or rectal diazepam in the absence of the school nurse or associate practitioner, an ambulance should be called.
- Please note that in the administration of epistat or rectal diazepam a second member of staff should be present. The school nurse or associate practitioner and parents should be informed if it has been necessary to administer epistat or rectal diazepam. The time and dose must be recorded on the medication chart.

Limington House School acknowledges the DfE statutory guidance document "Supporting Pupils at School with Medical Conditions".

Reviewed by Governing Body: July 2017  
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