

# Policy:

## Administering Medicines

### 1. Introduction

The Administering Medicines Policy provides guidance and outlines the procedures for administering prescribed medicines to students, to have in place health and safety control measures. This policy will ensure compliance with all relevant legislation connected to this policy.

Adhering to this policy will promote proper medication management, and safeguard the rights of those receiving care. All staff members are expected to be familiar with and follow these guidelines to maintain a high standard of care and safety.

**At Thames British School Warsaw, we c | a | r | e**

### Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school, and this means we are all responsible all of the time;
- that communication and our choice of language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical manner and with integrity at all times;
- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and
- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture.

**Our values:**

<b>c</b>	<b>Collaborative &amp; Compassionate</b>	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
<b>a</b>	<b>Authentic</b>	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
<b>r</b>	<b>Responsible &amp; Resilient</b>	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
<b>e</b>	<b>Enlightened</b>	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

**2. Statement of intent**

This policy will be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

We all have a responsibility to ensure equality permeates all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Thames British School will ensure:

- The provision of full time nurses as needed.
- To have in place and maintain a system that ensure school's health care documentation is kept up to date and in line with the local requirements; are available at all times to school personnel who may need them in an emergency;
- As many school personnel as possible are trained in first aid;
- All school personnel and supply teachers:
  - Are informed about the medical issues of students in their care;

- Know what to do in an emergency;
- Are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

### 3. Scope

This policy is applicable to all students and staff, in case administering medicine is required.

## 4. Process and practice

### 4.1 Permission to administer medication

- The school nurse is the only staff member authorised to administer non-prescription and prescription medication to students.
- The Head of School may designate other staff members to administer medication in the absence of the nurse, with the staff's consent. Parents of students who take medication regularly are required to provide written authorisation for the designated staff to administer medication to their child, such as inhaled medication for a child with asthma or blood sugar monitoring for a child with diabetes.
- Students cannot bring medications to school independently.
- After enrolling their child in the school, parents submit information about their child's health condition and consent which specifies the medication that may be administered to their child in order to relieve pain.
- **Required documents:** For students who need to take medication regularly, parents must submit a **Parent's Consent Form For Administering Medicine** to inform the Head of School and the nurse about details of the medication, including the name, dosage, timing, and any specific storage instructions, as well as **Medical statement on the administration of the medication confirmed by the doctor** (*lekarskie zlecenie na podanie leku*).
- To ensure the school can effectively support students who need prescribed medication, parents are encouraged to collaborate closely with the school. Medications should be brought to the school by parents and handed directly to the school nurse, who will record its receipt.
- Students may carry inhalers, diabetic supplies, or epipens (epinephrine auto-injectors) with appropriate authorisation and documentation.

### 4.2 Storage

- Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet.

- Some emergency medication such as adrenaline pens (for children who suffer from allergies) should not be locked away as students need quick access to these. These may be carried by the student subject to medical advice. All other medication brought into Thames British School will be placed in the nurse office, in a locked cabinet. Medicines requiring refrigeration will be placed in the fridge in the nurse office.

### **4.3 Administration**

- The Parent's Consent Form For Administering Medicine, signed by the parent, must be checked for the time the medicine is required and the dosage.
- If there is any doubt about the procedure, the nurse should not administer the medicine, but seek advice from parents or the GP. At all times the nurse must act in a fashion consistent with medical best practice and expectations.
- Nurses record administration of medicine in the record book.
- The record book must be checked prior to administration to ensure that the other nurse has not already administered the dose.

### **4.4 Emergency Procedures**

- When a student's condition requires urgent medical intervention, the Head of School, school nurse or a teacher undertake first aid and, whenever necessary, call an ambulance.
- In the parent's absence, the Head of School may designate the teacher who will accompany the child to hospital and stay with the child until the parent arrives.
- Parents or carers of the child are informed about all urgent medical interventions.
- Minor illnesses and injuries that occur in school may not require notifying parents. If the nurse or another member of staff believes a follow-up with parents or carers is necessary, they will contact the parent or carer by phone or in writing.
- If a student reports illness symptoms (e.g. headache, sore throat, any other type of pain), the nurse will examine the student, inform the parents and recommend a doctor's consultation if needed. In the event that the nurse is unavailable, these activities will be carried out by the member of the Senior Leadership Team or another individual delegated by the Head of School (e.g. the form tutor or class teacher).
- If a student has frequent visits to the nurse's room, or calls home multiple times during the week, the nurse may contact the parent or carer to determine whether there is an underlying medical or psychosocial concern

that requires attention. This should be also registered as a concern in CPOMS.

## 5. Associated forms and documents

**Parent's Consent Form For Administering Medicine To a Student With a Chronic Condition** is an appendix to Administering Medicine Policy. The form can be also found in a shared Google drive (The Thames HUB).

## 6. Responsibilities

### 6.1 School nurse

- Understand and follow the school Administering Medicine Policy.
- Be up-to-date with the medical documentation provided by parents for those students with specific medical needs or emergency medication such as asthma inhalers or epipens.
- Be aware of individual medical documentation and of symptoms which may require emergency action.
- Verify that proper consent has been obtained from parents / carers or relevant authorities before medication is administered.
- Care for students with chronic diseases and disabilities based on the recommendations given by the student's doctor.
- Provide first aid in the case of sudden illnesses, injuries, and poisoning.
- Check the Parent's Consent Forms For Administering Medicine to a Pupil before administering or supervising the taking of medicines.
- Check that the medication belongs to the named pupil.
- Check that the medication stored in the nurse's office is within the expiry date.
- Inform the parent if the medication has reached its expiry date.
- Confirm the dosage/frequency on each occasion and consult the medicine record register to prevent double dosage.
- Record all relevant details of when and what medication was administered in a special book.
- Return medications to the secure cabinet for storage.
- Always take appropriate hygiene precautions.
- Record when a child refuses to take medication, immediately inform the parent/carer of this refusal.
- Participate in risk assessments related to medication storage, handling, and administration, ensuring a safe environment for all individuals.

### 6.2 Senior Leadership Team (SLT)

- Delegate powers and responsibilities to the relevant staff to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Responsibility for ensuring funding is in place to support this policy.

- Responsibility for ensuring this policy and all related policies are maintained and updated regularly and available to staff and parents.
- Ensure that staff who consent to administer medicine in the nurse's absence are adequately trained.
- Oversee risk assessments related to medication storage, handling, and administration, ensuring a safe environment for all individuals.

### **6.3 DSL / ADSL**

- Oversee concerns raised by staff regarding the use of medication to ensure compliance with safeguarding protocols.
- Ensure sensitive medical information is safeguarded and it is only shared with authorised personnel on a need-to-know basis.
- Respond promptly to any concerns or incidents related to medication administration, ensuring proper investigation and reporting procedures are followed.
- Ensure emotional and practical support is provided to students who may feel anxious or distressed about receiving medication.

### **6.4 School personnel**

- Comply with all aspects of this policy.
- Be aware of the designated school personnel who can administer medications.
- Report and deal with all incidents of discrimination.
- Attend appropriate training sessions on equality.
- Report any concerns they have on any aspect of the school community.

### **6.5 Students**

- Be aware of and comply with this policy.
- Be aware of the designated school personnel who can administer medications;
- Listen carefully to all instructions given by the teacher or medical staff at school.
- Ask for further help if they do not understand.
- Report breaches of this policy to any staff member or the DSL / ADSL if there is a safeguarding concern.

### **6.6 Parents/Carers**

- Be aware of and comply with this policy.
- Provide sufficient medical information on their child's health condition.
- If the pupil requires prescribed medication, parents must inform the school about the illness the child suffers from and the medications the child takes on the doctor's prescription.
- Should their child take prescribed medication, parents give written permission by completing the Parent's Consent Form For Administering Medicine To a Pupil.

- Provide the medication in its original container including the name of the medication, the timing, the dosage and storage instructions.
- Ensure sufficient medicine for the dosage to be given in school.

## **7. Related information**

### **Related Policies**

- Health and Safety Policy
- Diabetes Policy
- Allergy Management Policy

Appendix No.1

## PARENT'S CONSENT FORM FOR ADMINISTERING MEDICINE TO A STUDENT WITH ONGOING REQUIREMENTS

**Pupil's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Class/Grade:** \_\_\_\_\_

**To be completed by the parent or guardian:**

As the parent/guardian of the above-named student, I hereby give my consent for the administration of the prescribed medication to my child during school hours. I confirm that the medication is necessary for my child's health and well-being, and I understand the responsibilities and processes involved in administering this medication.

**Medication Details:**

- **Name of Medication:** \_\_\_\_\_
- **Dosage and Strength:** \_\_\_\_\_
- **Administration Instructions:** \_\_\_\_\_
- **Times to be Administered:** \_\_\_\_\_
- **Start Date:** \_\_\_\_\_
- **End Date (if applicable):** \_\_\_\_\_

**Emergency Information:**

- **Possible Side Effects:** \_\_\_\_\_
- **Emergency Contact Name:** \_\_\_\_\_
- **Emergency Contact Number:** \_\_\_\_\_

**Parental/Guardian Agreement:**

1. I understand that the school will ensure that the medication is administered as per the instructions provided above.
2. I acknowledge that the school nurse may contact me in case of any questions or concerns regarding the administration of the medication.
3. I agree to notify the school promptly of any changes to the prescribed medication or the administration instructions.
4. I understand that the school will take all reasonable precautions to administer the medication safely, but I release the school, its staff, and agents from any liability resulting from the administration of this medication.
5. I will provide the school with the medication in its original packaging, clearly labelled with my child's name, medication name, dosage, timing storage and administration instructions.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This form must be submitted to the school along with the medication before any administration can occur.

Appendix No.2

## PARENTAL CONSENT FORM FOR ADMINISTRATION OF GENERAL MEDICATIONS

**Dear Parent/Guardian,**

In the event of an emergency where your child experiences pain or discomfort while at school, we request your consent to allow the school nurse or a designated staff member to administer non-prescription medications.

Please complete the following form to authorise the administration of painkillers to your child when deemed necessary.

### STUDENT INFORMATION

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number (Primary): \_\_\_\_\_

Contact Number (Secondary): \_\_\_\_\_

Email Address: \_\_\_\_\_

### MEDICATION CONSENT

Please indicate your consent below:

I hereby give permission for the school nurse or designated staff to administer the following medication to my child in case of an emergency (check all that apply):

**Pain relief medication:**

Paracetamol

Ibuprofen

Nurofen

**Antispasmodic medication**

Nospa

**Indigestion**

Activated charcoal

**Stomachache:**

Stomach drops

**Insect bites:**

Fenistil

**Skin abrasion:**

Alantan

Dosage will be administered as per the instructions on the medication packaging and will not exceed the recommended amount for the child's age and weight.

I confirm that my child has not shown any prior allergic reactions to the selected medications.

**Does your child have any known allergies or medical conditions we should be aware of?**

No

Yes, please specify: \_\_\_\_\_

**ADDITIONAL NOTES OR INSTRUCTIONS:**

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**PARENT/GUARDIAN SIGNATURE**

By signing this form, I authorise the school nurse or designated staff to administer medication as specified above, in accordance with the school's policies and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_