PINEWOOD

Est. 1875

MEDICINE ADMINISTRATION AND STORAGE POLICY

A Whole School Policy including EYFS

Aim:
To ensure the safe storage and administration of medication to pupils by the School Nurses and Boarding Staff.

At all times we must;

- Promote the good health of the children and take appropriate action when they are ill.
- Support pupils' medical needs in School;
- Provide guidance for all pupils in the School regarding procedure for medical care and protocols in the event of illness or emergency.
- Continue to improve the quality of medical care and education in the School.

It is the responsibility of the parents:

- To ensure their child is well enough to attend school.
- To provide full details of any medical condition affecting their child and any regular medication required by the child.
- To keep the school informed of any changes to their child's health or medication.

Many pupils will need to take medication at some time during their school life. As far as possible medication should be taken at home and should only be taken in school when absolutely essential. However, some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education.

As a Registered Nurse, the School Nurse may administer medication in school on a regular or occasional basis with the written consent of parents. Medication administration is also extended to the boarding staff on duty. Members of staff should not give any medication to the pupils unless they have been specifically authorised and trained to do so by the School Nurse or by a recognised external provider of medication training.
All staff involved with surgery and administering medication **must** complete the Opus Pharmacy Course. A copy of the certificate is retained in surgery.

For all Pinewood pupils, a written record is kept each time they visit surgery or medication is administered. This is also recorded on each pupil's medical record held on ISAMS.
For EYFS children under the age of 5 years needing medication, the parent/guardian should be telephoned to obtain verbal consent for ALL medication. Parents are emailed to inform them of any treatment given.

All children needing medication (above age 5) have their consent checked, medication recorded in their medical records on ISAMs, medication recorded in the medicines folder, then the details are emailed to child`s parent/carer.
The boarding team are notified (via email) if any child boarding receives medication. The nurses will then contact their parents if a boarding child receives medication.

Objectives: To achieve these aims, it is the School's intention to:

Maintain in Surgery qualified Paediatric nurses to work from 08.00 to 17.00, Monday to Friday and alternate Saturdays 08:00-13:00. Out of these hours surgery is covered by the Boarding Staff, who hold first aid certificates and Opus Pharmacy training.

Ensure an appropriate number of qualified First Aid members of staff are maintained. These include games staff, those involved with outdoor activities, key support staff and boarding staff. An appropriate number of Pre-Prep staff complete a Paediatric First aid course.

Ensure that all teaching and non-teaching staff are aware of their roles, accountability and responsibilities concerning Health and Safety, and regularly receive up-to-date documentation of First Aid procedures. This includes in house training for asthma, anaphylaxis and the use of epi-pens, and diabetes with further training in other medical conditions where appropriate.

Ensure by means of Handbooks, Health and Safety Notices, Inset days and oral communication, that if there is illness or an emergency, staff and pupils know how to seek appropriate help.

Doctors Care

The nominated Medical Centre is Elm Tree Surgery in Shrivenham. The majority of pupils stay registered with their family GP and practice. On occasion, for weekly boarders, we can register pupils with the surgery in Shrivenham and take pupils to see the Doctor when needed. Parents would be informed of the appointment in advance and contacted following the consultation with the outcome and any treatment needed. Pupils may be taken to appointments by the Nurses or Boarding Staff.

Medical Records

On admission to the school a medical form for each child is completed electronically by the Parents or Guardian. This covers routine immunisation history, allergies and family medical history. It also includes a consent form for emergency medical treatment in hospital and consent for the administration of non-prescription remedies if needed. Pupils with chronic

conditions including asthma, diabetes and epilepsy, are highlighted to staff via lists in the relevant staff common room areas. Pupils with special diets and allergies are also highlighted to staff via lists as above.

The Administration of Medicines

The following clarifies the position on administering medicines in independent schools. It is taken from the Royal College of Nursing Guidance for Employers of nurses in Independent schools (August 2004). Nursing and Midwifery Council Guidelines and 'The Handling of Medicines in Social Care' from the Royal Pharmacological Society G.B. (Oct 07). Managing Medicines in Schools (2005).

If a pupil needs to take prescribed medication during the school day, there should be a request from the pupil's parent or guardian for the medicine to be kept in the Surgery and administered by the Surgery Nurse or pastoral carers. A parental agreement for school to administer medicine consent form will need to be completed.

Regular Medication

• Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
• Parents sign a consent for all medications kept at school detailing which gives or denies permission for stock drugs to be administered at school.
• All medications, including non-prescription medicines not included in this list MUST be prescribed by a doctor if parents require their administration. All medicines brought to school, whether prescribed by a doctor or not, should be handed into the medical staff member on duty by the parents for safe storage.
• The parent or carer must sign and date the appropriate consent form giving instructions of administration during the school day.
• Medication prescribed by a doctor should be administered according to the instructions on the individual medication and only given to the named pupil to whom it has been prescribed.
• Medication should be kept in its original container as dispensed by a pharmacist and include the prescriber's instructions for administration, to the child named on the label. **The original dispensing label must not be altered.**
• If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from the School Nurse, if it is deemed safe to do so based on an understanding of the drug and technique involved. Training should be specific to the individual child concerned.
All medications need to be signed in and out by a member of surgery and the child's parent/guardian.

The school will not accept medicines that have been taken out of the container as originally dispensed. The school will not make changes to dosages on parental instructions – a new prescription is required.

No child shall be given aspirin or medicines containing ibuprofen (e.g. Nurofen), unless such medication has been prescribed for them by a doctor.
Prescribed medications cannot be administered during the school day unless the parent / guardian has filled in and signed the necessary consent form.

Safety

Some medicines may be harmful to anyone for whom they are not prescribed. By agreeing to administer medicines on the premises, the school has a duty to ensure that the risks to others are properly controlled.

Procedure for Administration of prescription medicines:

• Check identity of child.
• Check medication has not already been given. Locate medicine.
• Check the label for name of child, right medicine, correct dose, correct time, right route.
• Measure the dose with the child present.
• Ensure they are in upright position.
• Administer the medicine according to the dosage form. Offer a drink.
• Witness the child taking the medication.
• Record IMMEDIATELY what has been given and what time it was given. Inform parents by recording administration in Prep Book or emailing parent and document on child's medical record on ISAMS.

Administration and Handling

Important notes:

• Administer to one child at a time.
• Do not dispense medication in advance.
• Always administer with the child present.
• Never leave the medication unattended.
• Never leave medication in an unlabelled pot.
• Never dispense for another person to administer.

Hygiene/Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

If a pupil is prescribed a controlled drug it will be stored in a lockable cupboard that complies with the Misuse of Drugs Safe Custody Regulations 1973.Two witnesses are required to observe and sign that the correct dose is given to the correct pupil, and that the correct amount of medication remains. These drugs, as with all medication, are stock checked on a weekly basis. Any unused medication must be returned to the parent/guardian for safe disposal at the pharmacy from where it was dispensed

Medication should not be administered to a pupil by any member of staff other than the Surgery Nurse and trained Boarding Staff. However, medicines for emergency treatment such as inhalers for asthmatic pupils, diabetic medicines or Epi-Pens for severe allergic reactions should be readily available to pupils and all staff. Auto adrenaline injectors are located in Surgery, the Prep School Common Room and in Nursery and Pre-Prep classrooms for those children that require them. Spare auto adrenaline injectors are located in the Prep School Common Room, Hoyland and the Sports Hall. A list of those children who have been prescribed an AAI and their dose is kept inside the spare kit box. Diabetic children carry their own glucose testing kits, hypo supplies and insulin with spare insulin being kept in Surgery.

If a child has a condition that needs regular medication as mentioned above and the child is leaving the school premises for an outing or sporting fixture, the appropriate medication would be placed in the medical bag that would accompany that child and the accompanying staff made aware.

All staff receive annual training in the use of auto adrenaline injectors and asthma inhalers and should make themselves aware of the school's Anaphylaxis Policy. A list of pupils' medical conditions with those needing auto adrenaline injectors and inhalers is displayed in the staff areas of each part of the school and Pre-Prep EYFS.

Before educational trips and visits, parents should be asked to complete a form to indicate whether a pupil is taking medication and give details of its administration.

Prescribed drugs

If a child brings in medication that has been prescribed by a Doctor, it will be kept locked in Surgery and administered according to the prescribed instructions and signed and recorded on ISAMS . Controlled prescribed medications are also locked in a double locked cupboard in surgery and administered according to the prescribed instructions and double signed by registered nurses and OPUS trained members of staff. They are recorded in a medication log book which is locked in the cupboard and recorded on their medical records on ISAMS. Only medication in the original container or packaging as prescribed by the GP and issued by a pharmacy is accepted.
Antibiotics that must be refrigerated are kept in a locked fridge within Surgery. Medicines will be returned to parents or responsible adult for day pupils at the end of the school day. No child will EVER be given a dose of someone else's medicine.

The only routine exception to this is asthma inhalers and auto adrenaline injectors which need to be readily accessible throughout the school day. The children who have asthma should have had previous instruction on correct usage, their technique being regularly checked by the School Nurse or the Asthma Nurse at their GP surgery at their annual check-up.

Should the School Nurse have any concerns regarding the administration of any medicine, to any pupil, the medication will be withheld until the parents/guardians have been contacted.

Parents are also responsible for ensuring that drugs stored for occasional use are not out of date. All dates of drugs stored in school will be checked every term by the School Nurse and parents of pupils with drugs due to become out of date will be notified. If the parent fails to collect the medication it will be disposed of correctly. It is recommended, however, that parents note when a replacement prescription will be required when sending drugs to school

Lower School and EYFS/Pre-Prep management of prescribed drugs.

Once the medication has been signed in, and the paperwork completed with the parent/guardian, the child's Tutor, Head of Year and Teaching Assistants will be notified via email of the times the child is needed to come to surgery. In Pre-Prep the Admin Assistant is also notified. The child can be reminded or brought to surgery by a Teaching Assistant. EYFS children must be accompanied by a Paediatric First-Aid trained member of staff. If this is not possible, the School Nurse on duty will look at the pupil's timetable on ISAMS and collect the child and return to surgery to give their medication. The nurse will write on the white board where they are and tell the office when passing through. The child can then return to lessons after. For a Pre-Prep child, the nurse will escort them back to their class.

Pre-Prep hold 1 Braun Ear Thermometer. All temperatures taken will be recorded in a day book and kept with the thermometer. If a child has a temperature or the staff would like them checked they will be escorted across with paediatric first aid trained staff member. The nurses will then take over their care and contact their parents and administer medication if needed.

Middle and Upper School Management of Prescribed Drugs.

The above procedure will be in place for these children. However, we encourage independence and self-management of themselves, if deemed Guillick competent. The nurse will always ensure they come to surgery at the designated medication times and can use the teaching assistants to facilitate/support this.

Non-Prescribed Drugs

All medicines are kept in the locked medicine cupboard and administered by the School Nurse or Boarding Staff. All medication that is required for pupils (that is not signed for on the annual medical consent form) that comes into and leaves Surgery is recorded in an "In and Out" book; the date, name of pupil, name and amount of medication is recorded coming in and leaving Surgery and a parental or carers signature obtained. (If a pupil is going home on the school mini bus or on the train the school nurse initials the book) This gives the Surgery an audit trail for all pupils' medication.

It is important to check with the child that they have not already had a dose of any medicine within 4 hrs of administering more. This can be done verbally, contacting Parents and checking the pupil's information with their Form Tutor.

All Pre-Prep, Prep and EYFS Parents are informed by e-mail of any medication that is administered. EYFS parents are contacted before any medicines are administered for verbal consent. Boarding pupils are treated and the boarding staff made aware. The School Nurse or Boarding Staff must check the child's medical information form to ensure the parent has consented to the administration of the medication.

Administration of Medicines in the School Nurse's absence-

In the absence of the School Nurse during the school day it will be the responsibility of the Boarding Staff on duty to administer medicines as needed in any part of the school. Other members of staff should not give any medicines to pupils without specific training and authority from the School Nurse. In the unlikely event that both Boarding Staff and Nurses are absent at the same time, another member of staff on each site has been trained by an external organisation to give any regular medication to individual pupils. Staff may be asked, with their agreement, to administer medication to individual pupils during after-school activities or off-site school visits. The School Nurse will provide advice and training for staff who agree to administer medication under these circumstances (the Opus Pharmacy Course is completed for all residential trips).

Confidentiality

Owing to the ages of children at Pinewood it is rare that a case of absolute confidentiality arises between a child and a nurse. If this were to occur, the right to confidentiality would be respected though encouragement would be given to gain permission to pass information on to the relevant person if deemed very important (Gillick Competent). In case of suspected child-abuse no absolute assurance of confidentiality would be given and the school nurse would have to assess if a 'need to know' situation had arisen, possibly requiring the school Child Protection Officer to be alerted.

The child would be encouraged to confide in their parents or some other responsible adult outside of school.

The school has a Safeguarding (Child Protection) Policy on how to respond to allegations or suspicions of abuse. All staff, including School Nurses, are given regular Safeguarding Training including how to refer a concern and how to contact the DSL, DDSL, Safeguarding Leads and the LADO.

Nurses have a duty to protect confidential information. The Nursing and Midwifery Council (NMC) is explicit in summarising what it is expected. It states
You **must** respect people's rights to confidentiality
You **must** ensure people are informed about how and why information is shared by those who will be providing their care.
You **must** disclose information if you believe someone may be at risk of harm, in line with the law of the country in which you are practising.

“Nurses who decide to disclose confidential information without consent should only do so in exceptional circumstances. They should be able to justify their actions. Disclosure without consent is done only in the public interest to protect individuals, groups or a society as a whole from the significant risk of harm E.g. child abuser, serious crime or drug trafficking”

*The confidentiality and rights of pupils as patients are appropriately respected by the school. This includes the right of a pupil deemed to be "Gillick Competent" to give or withhold consent for his/her own treatment. [Fraser guidelines, more commonly referred to as Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed].

In accordance with the School Doctors and Nurses’ professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions a Doctor and Nurse may liaise with parents or guardians, the Headmaster or other academic staff and boarding Staff, and that information, ideally with the pupil’s prior consent, will be passed on as appropriate. With all medical matters, the Doctor and Nurse will respect a pupil’s confidence except on the very rare occasions when, having failed to persuade that pupil to give consent to divulgence, the Doctor or Nurse considers that it is in the pupil’s better interests, or necessary.

In the event of a child requesting a chaperone, the Matron and Gap matron’s timetable are in surgery to assist. If a male chaperone is requested a male member of staff would be contacted at the time.

Non-Prescription Medication

Clear written instructions from the homeopath must be given to the School Nurse. Information should contain who the medicine is for, the name of the medicine, what it is for and how much should be given.

Immunisations

A detailed immunisation history from each child is provided by parents on the medical form when the child starts at Pinewood.

The Human Papilloma Virus (HPV) is offered to Year 8 girls and boys. This is voluntary.

The Nasal Flu vaccine is offered to years Reception - Yr7. This is voluntary.

Dental Care

It is the responsibility of the parents to ensure the children see their own dentist regularly. In an emergency where a child needs urgent medical attention and their parents are away or unavailable then an on-call dentist will be requested to treat them.

Cover for School Sports Fixtures.

Pinewood School has two nurses on duty for match afternoons – one at touchline and one in the Surgery.
Further pitch side assistance is given from an external company recruited to support with matches throughout the school year.

Record Keeping and Accident Reporting.

All visits to surgery are entered on ISAMS in the students individual medical records, the diary entry provides a detailed account of the triage including, the students symptoms, any observations performed, any treatment given and ongoing advice. confidential material is recorded on here, computer security record is paramount.

There is also a daily record book kept in surgery where every visit is recorded under the headings: date; time; name of patient; nature of problem; treatment and advice given; and signature.

Any accidents are recorded in an Accident record which is completed on a computer system – required by the Health and Safety Executive follows Government guidelines for accidents and adheres strictly to RIDDOR procedures. All accidents are discussed at the health and safety meeting which is held termly.

School Staff Giving Medicines
Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Pinewood ensures that sufficient members of staff are employed and appropriately trained to manage routine medicines as part of their duties. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should be aware of possible side effects of the medicines and what to do if they occur. If the administration of prescription medicines requires technical/medical knowledge then the individual training would be provided for staff by the School Nurse or another qualified health professional if they deem it safe to do so.

Pupils with Special Medical Needs

Many pupils in schools have special medical needs. The care of these pupils is essentially a nursing rather than an employment issue. However, it is important to mention the following issues that sometimes cause misunderstandings.

Nurses should provide care plans for the daily and emergency treatment required for each pupil with medical needs. These should be available to staff on a need-to-know basis.

Nurses are in an ideal position to provide teaching staff with general training about the initial care of pupils with medical needs.

Under the Disability Discrimination Act (1995) a school cannot refuse to accept a pupil on the grounds of disability and is obliged to make any reasonable facilities available. The nursing staff may require support in obtaining equipment and other professional assistance in these circumstances.

Responsibility for medicines and keys

Keys for the medicine cupboard are held in a locked key cabinet in Surgery.

Nominated members of the boarding staff have access to the keys and hence the medication when the nurses are not on duty from a second combination lock storage box. Both boxes with keys are securely wall mounted. A list of trained and nominate staff and their signatures are kept in the medicine book in the medicine cabinet.

Storage of medication

The medicine cupboard MUST be kept locked at all times.
Exceptions to this are dressings and external medications, auto adrenaline injectors and asthma inhalers.
The medicine cupboard is located in an area not accessed by the general public and is in a clean utility area.
The cupboard is a single locked cupboard which stores medications as agreed on the School medical consent list. Medications bought in for individual pupils must have written consent from parents. Individual medications should all be in the original boxes and labelled with the pupil's names. There is also the facility of a double locked cupboard for the storage of Controlled Drugs.

Review of stock and ordering

Medication stocks are reviewed weekly and new stock is ordered as needed and delivered by a local pharmacy. Excess stock is kept to a minimum.

Weekly checks of the expiry dates of daily medication take place. Termly checks are made of the expiry dates of all auto adrenaline injectors and asthma inhalers .New asthma inhalers are either ordered by the pupil's parents when contacted by surgery for advice of a replacement. Old inhales are disposed of in Surgery. Expired auto adrenaline injectors are given back to the parents of pupils for their own pharmacies to dispose of. If Controlled Drugs were present and expired they would go back to the pharmacy of origin for disposal.

Medication to be stored in a fridge

Medicines are not to be stored with food but in a small lockable fridge in surgery. Medicines requiring storage in a fridge will be marked “Store between 2 degrees c-8 degrees c in a refrigerator” Temperature checked daily.
Medicines to be stored in the fridge should never be placed in the freezer.
Insulin is also stored in the fridge and a fridge thermometer is in situ and checked daily.
No flammable liquids are to be stored in the fridge.

Storage of Controlled Drugs

The Misuse of Drugs (Safe Custody) Regulations 1973 (SI 1973 No 798) cover the safe custody of controlled drugs in certain specified premises. The Regulations also set out certain standards for safes and cabinets used to store controlled drugs.
Cupboards should conform to the British Standard reference BS 2881:1989 Security Level 1.
All controlled drugs are stored in a locked receptacle which can only be opened by a person who can lawfully be in possession, such as the registered nurse or a person working under their authority. The keys for this locked cupboard are kept in a separate key box to those for the other medical cupboards, using a different key code for access.

The medication is labelled with the pupil’s name and when administered, is written and signed for in the controlled medication book in the medicine cupboard. A witness is required to ensure the correct dose of the controlled medication is administered to the correct pupil providing a 2nd signature in the Log Book.

If controlled drugs are needed for a school trip/away matches, they must be signed out by the nurse/boarding staff in surgery to the receiving staff member, using the Controlled Drug Log Book. The staff member is accountable for the drug whilst under their care. Upon return to the school, any remaining medication must be signed back into the controlled drug book by the staff member and nurse/Boarding Staff. Two signatures are a legal requirement.

Regular staff training using OPUS will be provided for safe administration of medications whilst at school.

Disposal of medication

All medication that is required for pupils (that is not signed for on the annual medical consent form) that comes into and leaves Surgery is recorded in an “In and Out” book; the date, name of pupil, name and amount of medication is recorded coming in and leaving Surgery and a parental or carer signature obtained. (If a pupil is going home on the school mini bus or on the train the school nurse initials the book) This gives the Surgery an audit trail for all pupils’ medication.

Any prescribed medication that passes its expiry date is returned to the parents of the child (including Boarders) and returned for disposal at the prescribing pharmacy.

At the end of each term for medication that the school holds for individual children, the parents are contacted via e-mail and asked to collect the medication from Surgery to take home and the In and Out book signed.

Reviewed: September 2026
Reviewed and Updated by Charlotte Holloway & Rebecca Mattock, School Nurses
Next Review Date: September 2027