

Administration of Medication Policy

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Policy statement

Regular school attendance is vital for every child and the School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Pupils at School with medical conditions should be properly supported so that they have full access to education, including school trips and physical education (section 100 of Children and families Act 2014).

This policy will cover:

- support of children with long term medical needs
- administration of prescribed medication (short term)
- administration of non-prescribed medications
- self-administration of medications by the pupils
- emergency procedures
- school trips

Overall responsibility

The Headteacher is responsible for implementing the governing body's policy on a day-to-day basis.

The School Nurse is responsible for the safe and secure handling of medicines and the administration of medication according to the School policy.

Whilst the DfE states it is good practice to encourage children and young people to take responsibility for the self-administration of medication, each case will be considered individually, taking into account the age and needs of the child. Children who are able to self-administer will be supervised in doing so.

If a child refuses to take their medicine, they will not be forced to do so. Parents will be informed.

The Infirmary

In term time the School Nurse is available in the infirmary to pupils, staff and visitors at the following times:

Monday-Friday from 8.30 until 16.30

During term time, the School Nurse can be contacted on her direct line (020 7993 7411) or her mobile (07881627277) for emergencies.

The School Nurse

There is one nurse employed at the School. She cares for, treats and advises pupils, staff and advises parents.

In the absence of the School Nurse, provision will be made for appropriate cover, with staff who have received a first aid course as approved by the Health and Safety (First Aid) regulation 1981 (a **'Trained First Aider'**). For short term absence, a list of paediatric first aid trained members of staff is available in the infirmary (inside the medicine cupboard). In the event of a long term absence, the School will look for an agency nurse in order to ensure the continuity of care of the students.

The role of the teacher

Teachers are not expected and authorised to give medication or medical care to a child (except if and as provided under a PAI).

Supporting children with long term medical need

The Headteacher (or the Deputies) and the School Nurse will work together to ensure that children with medical conditions receive full education. This may involve administration of medication on a regular basis or ad-hoc administration in case of deterioration/emergency.

Where this is the case, a PAI (French equivalent of an individual health care plan) must be implemented. Parents and their child will meet with the School Nurse in order to provide her with the following information:

- the medical condition, its triggers, signs, symptoms and treatment;
- the pupil's resulting needs, including medication (dose, side effects and storage), dietary requirement and environmental issues
- the level of support needed, including in an emergency (is the child self-managing their medication?)

The PAI will be implemented by the Nurse and shared with the parents for review and signature. PAI are reviewed on a yearly basis unless there is any change in the medical condition of the pupil before then.

Parents are responsible for the supply of the required medication. Whilst the School Nurse will make herself available for the administration of the medication at the time required, the pupil will be responsible for presenting themselves at the infirmary for the administration, unless unable to do so.

It is the parents/guardians responsibility to ensure they replace any expired medication and provide enough supplies.

It is the parents' responsibility to inform the Nurse of any changes in the management of their child medical condition (care and/or medication).

PAI are kept on the open shelves in the infirmary. They must be taken by the teachers or trip chaperon on each school trip or outing.

Administration of medication (short term course)

When a child is well enough to attend school and shows no sign of infectious disease but requires to complete a course of medication (e.g antibiotics), the School Nurse will administer it or, depending on the age and ability of the child, supervise its self-administration. Pupils coming to school with their own medication should present themselves to the infirmary for taking their medication.

The medication brought into School must:

- be in-date
- be labelled with the child's name
- be provided in the original packaging as dispensed by a pharmacist

- include instructions for administration, dosage and storage

Parents/guardians should provide the medication together with their full written consent (refer to Appendix 1: Parental agreement for school to administer medicine - short term).

The School Nurse or, in her absence, one of the Trained First Aiders will administer the medication at the time required and will record the time and amount given in the record of administered medication form (see Appendix 1).

Prescribed medications will only be administered to the patient it was prescribed to.

When no longer required, medicines will be returned to the parent/guardian to arrange for safe disposal.

Principles for the administration of medicines at the School

In order to act in the best interests of the school and the pupils, the School Nurse will:

- Know the normal dosage, side effects, precautions and contra-indications of the medicines administered
- Know the identity of the pupil who is given the medication
- Check the prescription or label on the medicine that is given
- Check the expiry date of the medication
- Know that the pupil is not allergic to the medication
- Make a clear and accurate record of the medication given.

Administration of non-prescribed medications (OTC)

Occasionally, the School Nurse may administer ad hoc medicine in order to relieve minor ailments and to ensure the child can comfortably carry on with their school day. Ad hoc medications will not be given more than once a day and the parents/guardians will be notified of the medication administered, the time and the dose. Additionally, the School Nurse will record this information on the School's medication records booklet.

When symptoms persist despite the administration of over the counter medication, parents/guardians will be expected to pick up their child at their earliest convenience and to seek medical advice.

The School Nurse will only administer OTC medication if prior consent were given by the parents/guardians when filling out the health form at the beginning of each school year. When a parent/guardian wishes to remove their consent, they must notify the School Nurse by writing and amend the health section on Eduka.

Children presenting with symptoms of infectious disease may be given OTC medication (providing parents/guardians consent) but must be removed from the School premises as fast as possible.

The list of OTC medicines present in the School settings can be found in Appendix 2.

Pupils coming to school with their own medication should present themselves to the infirmary for taking their medication.

Day trips, residential visits and sporting activities

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The School will review the requirements of children with medical needs and will make arrangements for their inclusion in such activities unless evidence states that this is not possible.

This will require consultation with parents/guardians and the pupil affected by the medical condition, and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Emergency first aid kits will be provided during school trips and the School will ensure that a designated first aider is present. The School Nurse will inform this designated first aider of any PAI in place and will provide them with a copy of the plan as well as the relevant medication.

During school trips, all medication administered by the designated first aider should be documented and handed over to the School Nurse upon return.

Emergency procedures

This part will cover:

- the use of emergency salbutamol inhalers in schools (as per the Department of Health Guidance, March 2015)
- the use of adrenaline auto-injectors in schools (as per the Department of Health guidance, September 2017)

Use of emergency salbutamol inhaler:

From 1st October 2014, the Human Medicines Regulations 2014 allows schools to obtain, without a prescription, salbutamol inhalers for use in emergencies.

Children known to suffer from asthma should have their own inhaler in School and parents/guardians should inform the School Nurse so that an individual health plan can be put in place.

Emergency salbutamol inhaler are to be used by children:

- ❖ who have been diagnosed with asthma and prescribed a reliever inhaler but forgot it, broke it or lost it, OR
- ❖ who have been prescribed a reliever inhaler

And for whom parental consent for the use of the emergency inhaler has been given.

The administration of the salbutamol inhaler will be done by the School Nurse or trained members of staff.

Its use will be recorded; This will include where and when the attack took place, how much medication was given and by whom. The child's parents/guardians must be informed.

Where the asthma attack is not relieved by the use of the inhaler, after administration of up to 10 puffs or if the child deteriorates, an ambulance will be called (999) and the member of staff will remain with the child until a parent or carer arrives.

Use of adrenaline auto-injectors:

From 1st October 2017, the Human Medicines Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis.

Pupils diagnosed with allergy should have a PAI in place and their prescribed AAIs at school for use in an emergency. In case of a school trip, the member of staff responsible for the outing must take the class / school year medicine bag to be taken (red / blue, on the infirmary shelves) which contains PAI and medicine.

Cases when the spare AAI can be administered:

- ❖ instead of child's own AAI if this cannot be administered correctly, without delay
- ❖ children identified at risk of anaphylaxis but who haven't been prescribed AAI
- ❖ children suffering from anaphylactic reaction and for whom parents/guardians consented to the use of emergency adrenaline auto-injector

All staff members present during the inset days set at the start of each academic year will be shown how to use an AAI and the indications for use (short training session organised by the school nurse).

Location and content of emergency kits:

Two spare emergency anaphylactic kits are available within the school. They are in the canteen, hung on the wall and readily available for trained members of staff but out of reach of small children. These boxes contain:

- antihistamine syrup

- 2 AAI: 2 injectors of 150mcg for children under 30Kg or 2 injectors of 300mcg for children weighing more than 30Kg
- anaphylaxis action chart
- salbutamol inhaler
- list of staff members trained for the use of emergency AAI

The box with the smaller dose of adrenaline is on the right side of the canteen and the box with the higher dose on the left-hand side.

Six emergency kits are available for use outside CFBL: each of the 4 staff members of the PE team received a kit and the other two kits are available for staff members carrying out after-school activities (clubs) outside CFBL.

These kits contain:

- 1 AAI of 0.15mg
- 1 AAI of 0.3mg
- 1 salbutamol inhaler
- Information leaflet

The content of these boxes is checked termly and/or after being used.

Storage of medicines

All medicines are clearly marked and kept in locked cupboards in the First Aid Room except for the medicine stored in the fridge and the individual medicines kept with the PAI. The latter should be available at all times to all staff members looking after CFBL students or to the student themselves.

In the absence of the Nurse, the door to the infirmary is locked and only the following persons have an access: members of the management team, cleaning Team, maintenance team, communication team, reception (Ms Anne Boachie) and CFBL Clubs (Mr Julien Castel).

The key of the locked medicine cupboard is held by the Nurse and spare keys are available from members of the management team, cleaning Team, maintenance team, communication team, reception (Ms Anne Boachie) and CFBL Clubs (Mr Julien Castel).

There is a drug fridge for medicines that require cool storage.

The locked cupboards and the fridge are cleaned routinely and the expiry dates on the contents are regularly checked.

Disposal of medicines

Non-prescribed medication that has expired or no longer of use will be disposed of by the Nurse.

Prescribed medication held at the School is returned to the pupils at the end of each treatment.

At home, parents are responsible for disposal of expired medication.

Spillages of liquid medicines should be cleaned up using soap and hot water ensuring any broken glass is thrown away in the sharps bin.

Last review by the School nurse, the management and H&S trustees: February 2025

Appendix 1: Parental agreement for School to administer medicine (short term)

Parental Consent Form for Administration of Medicine

This form must be completed in full and signed.

I accept that this is a service that the School is not obliged to undertake.

All medication must be stored in their original container and be clearly labelled with the child's name. Please refer to the School policy CFBL Administration of Medication Policy for further information.

Name of School:	Collège Français Bilingue de Londres
Name of Child:	
Date of Birth:	
Class:	
Medical condition/Illness:	
Medicine	
Name of Medicine: (as described on container)	
Date dispensed:	
Expiry date:	
Is the medicine to be self-administered?	
Will the student keep the medicine with them?	
Dosage and method:	
Timing(s):	
Duration of course:	
Special precaution:	
Are there any side effects that you know of?	
Procedure to take in an emergency:	
Emergency contact	
Name:	
Daytime telephone number:	
Relationship to child:	
Print name:	
Signature	
Date:	

Record of Administered Medication

Date	Time	Name of Medicine	Dose given	Any reaction	Administered by

Appendix 2: List of OTC medications present in school

THIS LIST WAS AGREED AND APPROVED BY THE SCHOOL DOCTOR, Dr SEKRI, on 18/07/22 AND IS REVIEWED ANNUALLY BY THE SCHOOL NURSE

PAIN RELIEF

Paracetamol (oral solution, tablets)

Ibuprofen (Tablets, syrup)

EYE WASH

Saline Solution (Optrex, Sterowash)

ALLERGY

Antihistamines :

- Chlorphenamine (Piriton syrup)

- Cetirizine (Zirtec)

- Loratadine (Claritine)

- Hydrocortisone Cream 1% (for external use)

WOUND CARE

Antiseptic cream: chlorhexidine (savlon cream)

Arnica ointment

MUSCULAR PAIN

Ibuprofen gel 10%

Muscle rub

OTHER

Asthma attack : Salbutamol and spacer

Anaphylactic shock : EpiPen