

Managing Medications and First Aid at Valley Road School

Medication

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

No child under 16 will be given prescription or non-prescription medicines without their parent's/carers written consent.

Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed. A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Valley Road will only accept medicines if these are in-date, labelled, provided in the original container (for prescribed medicines a pharmacy dispensing label should be attached) and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

Medicines must be handed in and collected from the office. No medication is to be handed to a teacher/teaching assistant or put in school bags.

Valley Road School will endeavour to give medicines at the correct time, but this is not always guaranteed. Parent's may come up to school to administer the medication themselves if timing of medication is critical.

All medicines will be stored safely. Staff will know where medicines are at all times and be able to access them immediately (Asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available). Individual medication held at school will always be taken on school trips and off site visits/activities.

When no longer required, medicines will be returned to the parent to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

1. What is a prescription and non-prescription (OTC) medication?

A prescription medicine, also known as prescription-only-medicines (POM) is a pharmaceutical drug that legally requires a medical prescription to be dispensed and supplied to a patient.

Non-prescription medicines, also known as an over the counter (OTC) medicine, are medications that can be obtained without a prescription and can be purchased either under the supervision of a pharmacist (P medicines) or on general sale through retailers such as garages and supermarkets (GSL medications).

Medications are classified as OTC (P or GSL), based on their safety profiles and to enable access to those medicines without recourse to a GP.

2. Does a GP need to prescribe a non-prescription (OTC) medicine in order for Valley Road to give it?

Non-prescription (over the counter) medicines do not need to have been prescribed or authorised by a GP or other prescriber to be administered by Valley Road.

When agreeing to administer a non-prescription medicine Valley Road is not making the clinical decision that the medication is appropriate for the child's health condition. This responsibility remains with the parent and/or carer

following their written consent. No child under 16 should be given non-prescription medicines without their parent's and/or carers written consent.

Non-prescription medicines can come in various forms including tablets, capsules, liquids, eye drops, creams, ointments and nasal sprays.

3. What is the best way to administer medicines?

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Ideally once or twice daily medications should be purchased or prescribed for children to avoid the need for dosages to be given during school hours. A table in appendix A gives a list of non-prescription medicines that could be given as alternatives to non-prescription medications that schools are commonly asked to administer.

Antibiotics should not routinely be given in school, dosage can usually be managed around school hours. Three times a day antibiotics such as amoxicillin can be given in the morning before school/setting, immediately after school (provided this is possible) and at bedtime.

4. What consent is required for Valley Road to administer a prescription only or non-prescription medicines to a child?

No child under 16 will be given prescription or non-prescription medicines without their parents/carers written consent.

Valley Road will obtain written parental/carer consent for each medicine that is to be administered in school.

A parental/carer consent to administer medication can be obtained from the office.

5. What must occur before Valley Road agrees to administer or accepting prescription only medicines?

Prescription medicines (POMs) must not be administered to a child unless they have been prescribed by an 'Appropriate Practitioner', which includes a doctor, dentist, nurse or pharmacist.

Before administering a prescription medicine, Valley Road will ensure that parents have completed the parental/carer consent form and check that the instructions on the medicine are in line with what is being requested on the consent form.

All prescribed medicines (with the exception of insulin) must be in the original container as dispensed by the pharmacy. It must include the:

- Child's name
- Name of the medicine
- Dose and the frequency of administration,
- Expiry date
- Date of dispensing included on the pharmacy label.

Expiry dates should be checked before administering or applying medicines.

If in doubt about any procedure, staff will not accept the medicine or agree to administer the medication.

6. What will Valley Road do if any of the directions on a prescription only medication are different to those on the consent form?

No medicines will be administered if instructions on the consent form are different to the instruction on the medicine. This would include:

- where the dose or frequency of the medication requested on the consent form is different to the guidance on the box or bottle.
- the timings of medication administration on the consent form are different to the timings on the bottle.

If in doubt about any procedure, staff will not administer the medicine but check with the parents or contact a healthcare professional before taking further action.

7. What will Valley Road do before agreeing to administer or accept non-prescription (OTC) medicines?

Before administering a non-prescription/OTC medicine, Valley Road will ensure that parents have completed the parenteral/carer consent form and check that the instructions on the medicine are in line with what is being requested (e.g. dose and frequency on the consent matches the guidance on the box for the child's age).

Expiry dates should be checked before administering or applying medicines.

All OTC medication must be in the original container and contain the following:

- Dose and frequency information (appropriate to the child's age)
- Expiry date
- Child's name is written on the OTC medicine container

8. What will Valley Road do if a parent/guardian request a non-prescription medication to be administered that is different to that on the consent form?

No medicines should be administered if instructions on the consent form for OTC medicines are different to the instruction on the medicine. This would include:

- where the dose or frequency of the medication requested on the consent form is different to the guidance on the box or bottle.
- the dose requested for the child is higher than the recommended dosage for their age on the box or bottle.

If in doubt about any procedure, staff should not administer the medicine but check with the parents or healthcare professional before taking further action.

9. Written record of medications administered

Valley Road keeps a written record each time a medicine is administered to a child stating what, how and how much was administered, when and by whom. Any side effects to the medication to be administered at school are documented. Parents will be notified automatically when this is logged onto Smartlog.

If a child spits out or refuses the dose, the school will record this and contact the parent/carer to advise them as soon as possible.

Records offer protection to staff and children and provide evidence that agreed procedures have been followed

10. What are the storage requirements for medicines and devices at Valley Road?

All medicines are stored safely in the school office in the class boxes (or staffroom fridge) which children do not have access to (with the exception of devices such as blood glucose testing meters).

Controlled drugs, where administered by schools should be stored in a locked non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. In addition to standard written records, a record is kept for audit and safety purposes of any doses used and the amount of the controlled drug held.

11. What staff training and support is required?

Schools are given appropriate training to support any child coming into the school. This may involve the parents themselves in discussion but the training itself will be administered by qualified medical professionals. This training will be repeated as often as needed i.e. on an annual basis. This training will be arranged by the Health and Safety coordinator.

12. How should prescription and non-prescription paracetamol and ibuprofen be managed?

In children paracetamol and ibuprofen are usually used for the treatment of mild-to-moderate acute pain and are usually for short term use. Paracetamol is usually given every 6 hours and ibuprofen every 8 hours, so for the majority of children they can be administered before and after school.

When administered in the school settings there should be a clear reason why the medication is required and the duration that the medication is likely to be required for documented in the consent form. The consent form documents that the child has been administered the medication without adverse effect in the past. For non-prescription (OTC) medicines the dose on the consent form should not exceed the age-appropriate dosing on the product packaging. If in doubt about any procedure, staff will not accept the medicine or agree to administer the medication. Administering either a prescription or non-prescription (OTC) medicines is at the discretion of the school.

Valley Road will use their discretion around the duration of treatment and may challenge if they have concerns around the continuing need for pain relief. Administering either a prescription or non-prescription (OTC) medicines is at the discretion of each school.

NICE guidance on mild-to-moderate pain for children under 16 years states that for the majority of children paracetamol or ibuprofen should be administered alone, and that both are a suitable first line choice for mild-to-moderate pain. In certain circumstances where a child has not responded sufficiently to appropriate doses of either drug alone, it may be appropriate to consider alternating paracetamol and ibuprofen for example, administering the second drug 2-3 hours after the first drug.

Before administering paracetamol or ibuprofen Valley Road will confirm the maximum dosage and when the medication was last administered. For non-prescription (OTC) medicines age-appropriate dosing and maximum dosage can be found on the product packaging.

A child under 16 years should never be given medicine containing aspirin unless prescribed by a doctor.

Codeine is only advised for the relief of acute moderate pain in children older than 12 years old and therefore will not be administered by Valley Road unless prescribed by a doctor. Children should not be administered ibuprofen for Chicken Pox.

13. Can Sunscreens be prescribed for Schools?

Valley Road school will only administer prescribed sunscreen (with the appropriate accompanying paperwork).

During periods of sunny weather, parents will be encouraged to apply long lasting sunscreen before school. Staff will not apply sunscreen in school so if a top up is necessary, children must be able to do this themselves. Sunscreen should be in a named bottle and not shared.

14. Asthma inhalers (and spacers) in Schools

Valley Road does not purchase salbutamol inhalers and spacer devices for use in schools. These must be provided by the family.

15. Adrenaline auto-injectors (AAIs) in Schools

Children and young people diagnosed with allergy to foods or insect stings are frequently prescribed AAI devices, to use in case of anaphylaxis. AAIs (current brands available in the UK are EpiPen[®], Emerade[®], Jext[®]) contain a single fixed dose of adrenaline, which can be administered by non-healthcare professionals such as family members, teachers and first-aid responders.

Children at risk of anaphylaxis should have their prescribed Adrenaline auto-injectors (AAIs) at school for use in an emergency. The MHRA recommends that those prescribed AAIs should carry TWO devices at all times, as some people can require more than one dose of adrenaline and the AAI device can be used wrongly or occasionally misfire.

All AAI(s) are kept in the office in clearly marked red bags marked with the pupil's name.

Valley Road does not hold a spare auto injector.

First Aid

We have first aid trained staff on site at all times during the school day. Children will be treated by a first aider for minor injuries. First aiders will use their training and judgement to assess whether the child can remain in school. Children who have needed first aid treatment will be logged in our accident file. More serious incidents, that require immediate hospital treatment (See OCC criteria) will be reported to OCC H&S team.

Parents will be informed/contacted in the case of a head injury or an injury that may need further medical attention, this will be via our Smartlog automated system and/or in person by phone.

In the case of sickness/diarrhoea, the child will need collecting immediately and guidelines from the NHS on keeping children at home for 48 hours from the last incident must be followed.