



R.E.A.L. Education Limited

Administering Medication Policy

(R.E.A.L. Education Ltd.)

(R.E.A.L. Independent Schools, Ilkeston)

(R.E.A.L. Independent Schools, Blidworth)

(R.E.A.L. Independent Schools, Hinckley)

(R.E.A.L. Independent Schools, Mansfield)



1. Policy Statement

The Directors of R.E.A.L. Education Limited, R.E.A.L. Independent Schools, and R.E.A.L. Alternative Provision Schools (hereinafter referred to as R.E.A.L, or 'the school') place great importance on, and are committed to, ensuring pupils with medical needs receive proper care and support at school. The Head of Schools, Governors, and Directors of R.E.A.L will accept responsibility in principle for members of staff giving or supervising pupils taking:

- a) prescribed medication during the school day where those members of staff have volunteered to do so.

This policy acknowledges the following:

Supporting pupils at school with medical conditions 2015
The Children and Families Act 2014 (particular reference to S100)
The Medicines Act 1968
The Misuse of Drugs Act 1971
Health and Safety at Work Act 1974

Please note that R.E.A.L acknowledges that parents/carers should keep their children at home if acutely unwell or infectious. Children should stay at home until at least 48 hours after the last episode of vomiting and/or diarrhoea.

2. Receipt of prescribed medication in school

- Medication will only be accepted in school if it has been prescribed by a doctor.
- Medication will not be accepted in school without completed written and signed instructions from the parent/carer.
- Learners who receive regular medication during the school day will have this detailed in their ICIP form.
- Learners with a condition that may require emergency treatment will have a detailed Individual Health Care Plan (See Appendix B) . This will be written in conjunction with parents/carers. It will be reviewed annually by the Learning Manager, Individual Needs Coordinator and parents/carers.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered in its original container and handed directly to a member of staff. If a learner travels independently to school, parents should inform the Learning Manager when the learner is bringing medication to school, and it should be handed in to a member of staff on arrival.
- Where the pupil travels in with a staff member, parents/carers should ensure the staff member is given the medication. If the staff member then comes to a learning hub with the child they must hand it directly to the Deputy Head or Hub Manager who will store it safely in the appropriate place. The staff member must ensure they count the medication in and out and it tallies with the medication log book.



- Each item of medication must be clearly labelled with the following information:
 - a. Pupil's name.
 - b. Name of medication.
 - c. Dosage.
 - d. Frequency of dosage.
 - e. Date of dispensing and name of dispensing pharmacy.
 - f. Storage requirements (if important).
 - g. Expiry date.

Medication which is in unlabelled containers or where labels do not contain all of the above information will not be accepted.

3. Storage of controlled medication – on site learners

- All medication, with the exception of inhalers and epi-pens, will be stored in a locked medicine cabinet on each site.
- All medication will be stored in the original container inside the cabinet and must hold the information listed above.
- The signed form from parents detailing how the medicine should be administered and when (Appendix A), will be kept with the medication.
- The log of administration will also be kept with the medication.
- Only staff given authority by the Head of Schools, will be allowed access to the medicine cabinet.
- Any medication that requires refrigeration will be kept in the lockable fridge on a school site.
- Learners who require an inhaler will keep this themselves if they are able. If not the inhaler will be held by a member of staff. Staff who are supervising learners who use an inhaler will note when learners take their inhaler on the Learner Medication Administration record and ensure they are taking it in an appropriate manner. Any issues will be reported to parents/carers and a meeting held to discuss concerns with the Learning Manager and Individual Needs Coordinator.
- Learners who require an epi-pen will store the epi-pen themselves if it is safe to do so. Some learners will have their epi-pen held by the member of staff they are with.

4. Storage of medication – off –site learners

- Where possible, learners who work off-site will attend their closest hub to have their medication administered.
- If not possible, parents/carers of off-site learners will be provided with a lockable tin. Parents/carers will put enough medication for the day in this tin (No more than enough for 1 day). They will also put in the learner's signed medication administration form (Appendix A), and the log of administration (Appendix C). If the medication is a controlled medication, the record will need to be transcribed into the controlled medication record book at the learner's home school daily.
- Parents/carers will pass the tin to the morning tutor, who will lock the tin safely in the boot of the car. Tutors will check that the correct medication has been placed in the tin before leaving. The tutor will administer the medication according to the information on the form.
- The morning tutor will pass the tin to the afternoon tutor, who will also store it in the boot of their car.
- The afternoon tutor will return the tin to parents at the end of the day.
- If the medication requires being kept at specific temperatures, the learner will travel to the closest hub.



5. Storage of medication – learners at external provision or on residential trips

- Where a learner attends an external provider for their education and requires medication, we will assess the site beforehand and ensure it has the necessary storage facility. If not, we will purchase a lockable cabinet / fridge as required to ensure safe storage of medication.
- Staff at the external provider will be made aware of our policies and how to administer the medication. We will ensure they will have the appropriate training and a copy of the Parental Medication Consent Form (Appendix A) and Individual Health Care Plan (IHCP) (Appendix B) (if appropriate). If training is not available before learners are due to start, parents/carers and the learning manager will find a suitable way of ensuring medication can be administered until training can be delivered.

6. Administration of medication

- Where possible, learners will administer their own medication, under the supervision of a tutor assigned by a member of the leadership team. A second member of staff will also be present to observe the administration. The tutor will complete the administration log (Appendix C) filling in the following information:
 1. Date
 2. Medication to be administered
 3. Name of medication and date check of medication taken
 4. Amount of medication left afterwards
 5. Name of member of staff administering medication
 6. Time administered
 7. Any visible side effect
 8. Signed by both members of staff
- The administration log will be kept with the medication and this will be monitored by the senior member of staff on site each day.
- Any tutor who has administered the medication or observed the learner self-administering, will monitor the learner afterwards and check for any side effects. If any side-effects are seen, they will report these to the Deputy Head/Hub Manager and record in the administration log. If the side effects are serious, the school's emergency plan will be put into action and a first aider sent for until medical professionals arrive. Any side effects serious or not serious, will be reported to parents/carers so that they can inform their GP / Paediatrician if necessary.
- Training given to staff will be given according to the needs of individual learners. This will be different for each learner and the amount of training given will depend on the medication being administered.
- If a learner refuses to take their medication, parents/carers will be informed. If the medication is vital, parents/carers will be asked to come onto site and administer it. If this means the child may become ill whilst waiting for parents/carers to get on site, the site First Aider will be alerted in case emergency support is required. If the medication is not vital, parents/carers will be informed of the refusal and a meeting arranged to discuss this with the learner.

It is the responsibility of parents/carers to:

- replace medication when it has run out and to ensure medication is within the expiry date.
- notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.



If there is a change, parents/carers need to complete a new medication administration form (Appendix A) and a new log will be completed by staff. A review of the ICHP should also be implemented if appropriate.

All relevant staff (including cover staff) working with a R.E.A.L learner with a known medical condition will be made aware through their ICIP. This will outline information required to support the participation and learning of the individual young person.

7. Controlled Drugs

- The supply, possession and administration of some medicines are controlled by the misuse of drugs act and its associated regulations. Some may be prescribed for use by children.
- Misuse of a controlled drug such as passing it to another child for use is an offence .
- Controlled drugs are kept in a double locked non-portable cupboard and only named staff should have access to the keys.
- Unused controlled medication must be sent home at the end of a term and a record kept. These records must allow full reconciliation of supplies received, administered and returned home.
- Records must be kept in a recognised controlled medication book.
- Renewal of medication, change in medication, change in dosage requirements or discontinuation will be documented on a Parental Medication Consent Form (Appendix A)

6. Disposal of medication

- School staff will not dispose of medicines. Medicines, which are in use and in date, will be returned to the parent/carer at the end of each term.
- Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Medication should show bottle expiry date. Once opened, the date should be written on the bottle and expiry date written as per pharmacy guidelines

Tablets and capsules	
Manufacturers original pack or foil pack	One year from date of dispensing or manufacturer's expiry
Dispensed into bottles	One year from date of dispensing
Monitored dosage systems	Eight weeks from date of dispensing
Internal liquids	Six months from date of dispensing or if in manufacturer's original container six months from date of opening
Dilutions of internal liquids	May have shortened expiry date Less likely as oral syringes available for doses less than 5ml

External liquids	As for internal liquids
Creams and ointments	
Jars	One month from date of opening
Tubes	Three months from date of opening
Injections	
Ampoules	Single use only
Vials	One month from date of opening
Eye drops / eye ointments	One month from date of opening
Ear drops / ointments	One month from date of opening

7. Loss of medication

- In the unlikely event of the loss of medication, for example dropping on the floor etc, this will be recorded and the Deputy Head/Hub Manager will be informed. The Head of Health and Safety will be informed.
- Parents will be informed of the loss so that they can replace the medication.

8. Policy review

This policy will be reviewed annually, and remains the responsibility of the Head of Schools, as well as the Directors of R.E.A.L. Education.

The next planned review is April 2024



Appendix A Blank Parental Medication Consent Form

Consent Form for the Administration of Medication



Please note that R.E.A.L. Education and R.E.A.L. Independent Schools will only hold and administer drugs for students where 3 or more doses of medication will be required to be taken in one day, or if one dose is prescribed for a time during the school day

If your child requires the school to hold and administer medicines, please complete and return this Consent Form.

My Child _____ requires the following dose(s) of medication to be administered within school.

Times of Day to be given or circumstances	Dosage	Name of medicine / drug	Method of drug administration
*Students will be required to administer eye drops themselves			

- I give consent for a member of staff to administer the above prescribed medicine/drug. I understand that the same member of staff may not be available at all times and the medicine/drug may be administered by a different member of staff.
- I undertake to ensure that the correct medication is delivered to the school, in its original packaging which will be administered according to my instructions above. The supply of medication must be kept in a locked cabinet at all times.
- I acknowledge that any staff involved in the administering of anything medical in school are not qualified medical practitioners nor are they holding themselves to be qualified medical practitioners.
- I understand that the staff in the school will take reasonable care in the administration of medicines in school and will endeavour to respond appropriately in all circumstances should emergency treatment be required.
- I understand that my child will make him/herself available as required for the medicine to be administered.



Name: _____ Signed: _____ Date: _____

Appendix A - Blank Individual Health Care plan for conditions that may require emergency treatment

Individual Health Care Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	



G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs



Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Signed (R.E.A.L) _____ Date _____

Signed (Parent/Carer) _____ Date _____



Appendix C - Learner Medication Administration record

This document is a landscape document and will be sent separately upon request. The column headings within the document are:

Date	Medication to be administered	Name and date check of medication taken	Amount of medication left afterwards	Name of staff members administering	Time administered	Any visible side effects - parents/carers to be informed	Signed by both members of staff