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# The British School of Gran Canaria

## **Administering Medicines**

### Policy Document

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# THE BRITISH SCHOOL OF GRAN CANARIA

## ADMINISTERING MEDICINES POLICY

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### 1. Scope

This policy applies to all medication that has to be administered to students during the normal school day and on any school visits or trips.

### 2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

**Normal school day** – the time that the school is open for students during term time, 7.30am to 5.00pm.

**School hours** – as above.

**Visits and trips** – excursions organised by the school that includes day visits and residential trips in Spain or abroad that might last for several days.

**Head** – the Head of The British School of Gran Canaria.

**Heads of Sector** – senior teachers, including the Heads of Primary and Secondary Assistant Heads, who form part of the school's Leadership Team.

### 3. Rationale

The access to, and the administration of, medicines may be an important need for BSGC students. For some students this requirement will be occasional and temporary, for others this need could be sustained over an extended period. Therefore, although the administration and control of medicines is the overall responsibility of parents/carers, BSGC seeks to support our students' medical needs whenever possible and reasonable, by managing medicines in a manner that is appropriate and agreed with parents/carers.

### 4. Administration of Medicines

Although the school seeks to support all students, the Head, after consultation with the Heads of Sector, will decide whether the school can assist a pupil who needs medication during the school day. The school expects parents/carers to ensure that their child is healthy and well enough to attend school, so as not to negatively affect the health of others and be capable to learning for a full day of school.

All staff have a duty of care to follow and co-operate with this policy.

In ensuring that students are supported with their medical needs the school will manage and administer medicines within the guidelines established in this policy and with written agreement with parents/carers. The main types of medicine that can be administered within our school setting are:

Prescribed medicines – examples of these medicines are antibiotics, inhalers.

Maintenance drugs – these will be managed and administered as appropriate following consultation and agreement and include medication such as Insulin. On such occasions, a health care plan will be required for the child concerned

Non-Routine Administration (Emergency medicine) - we manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions,
- rectal diazepam for major fits,
- Injections of Glucagon for diabetic hypoglycaemia.

Training and guidance from an appropriate source will be provided for each administration.

Many pupils with long-term medical conditions will not require medication during school hours. Those that do, may be able to administer it themselves.

## **5. Procedure for Administration**

The decision and agreement to administer medicine for students will be made after agreeing the reasonable level of care required with the parents/carers. Any child needing medicines to be administered during the school day or on a school visit or trip requires an 'Administration of Medicines/Treatment' Consent Form completed by their parent/carer and kept on file. (See Appendix A).

### **a) Standard Daily Medication**

Many students will require medicines to be administered for relatively minor issues e.g. a course of antibiotics or cough medicine. The following procedure is followed.

- i. The smallest possible dose should be brought to the school, preferably by the parent, labelled with the name of the pupil in addition to the doctors' prescription and instructions for administration - including any possible side effects. It is not acceptable for staff managing medicines to follow relabelled/re-written instructions or to receive and use repackaged medicines other than as originally dispensed.
- ii. Medicines should be stored safely until needed and children should know where their medicines are and be able to access them immediately. These are usually kept by the class teacher in primary and Head of Key Stage in Secondary.
- iii. The medicine should be self-administered if possible, under adult supervision. A written record of the date and time of the administration must be made (see Appendix B).
- iv. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.
- v. If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action.

## **b) Level Two Controlled Drugs**

These drugs, which include Ritalin and Insulin for diabetes, are controlled by clear guidelines and are kept in a locked box inside the refrigerator in the school's main office. The exception being Adrenaline Self-Injector that are located in various locations in the school for immediate, emergency access if necessary (see Appendix D). Keys for the main store are kept to a minimum and are supervised by the Secretarial Support Coordinator.

All pupils with ongoing medical needs have a care plan that is reviewed periodically in discussion with the parents/carers to ensure their continuous suitability. This includes pupils with diabetes, Adrenaline Self-Injector, heart problems, epilepsy and very severe asthma.

Normally two Adrenaline Self-Injectors are kept in school, with one located in the school kitchen. The kitchen Adrenaline Self-Injector are issued to the student, in a Ziploc bag with instructions, when they collect their school lunch so that is readily available.

On school visits and trips medication such as insulin and Adrenaline Self-Injectors must be readily available at all times, and therefore carried by an identified adult supervisor.

## **6. Contacting the Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

## **7. Storage**

The storage of medicines is the responsibility of the Coordinator of Secretarial Support, who ensures that arrangements are in place to store medicines safely. Secure storage is situated in the main school office in Tafira and the South School.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of office staff to ensure that the container for the medicine is clearly labelled with the child's name, name of the medicine, dosage and the frequency of administration. A checklist of expiry dates for each medicine is maintained and reviewed by office staff to ensure up-to-date medicines are available.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities. See Medicines Storage Record - Appendix D.



## Appendix A - Authorisation Form for Administering Medicines in School

(Name of Parent) I, .....,  
 with DNI/Passport/NIE ....., acting as legal guardian of the pupil, (Name of Pupil) .....  
 hereby authorise The British School of Gran Canaria to administer, if necessary, the following medicines in the following way to my child:

Name of Medicine:			
Type of Medicine	A. Prescribed Medicine		
	B. Part of a Treatment Medicine		
	C. Emergency Medicine		
Dose:			
Frequency:			
Administration:	Oral:	Injection	Other:
Dates:			

The aim of this authorisation is to facilitate the school's administration of medicines to your child when suffering from a chronic disease or a persistent condition. In compliance with current law, in case of non-authorisation, this school will not administer any type of medicine.

In ....., on ..... 20.....

Signature of parent .....

## INFORMATION ON HANDLING PERSONAL DATA

Responsibility	C.E. BRITANICO DE LAS PALMAS
Aims	To identify students' medical needs and to be able to act in case of emergency.
Legitimation	Consent of the interested party
Recipients	School Staff
Rights	Access, amendment, deletion, opposition, as well as all other rights specified in the additional information.
Extended Information	Additional and specific information on Data Protection may be requested by presenting a written inquiry to school.

## Appendix B – Record of Administration of Medicines



### Record of Administration of Medicines



DATE FROM: \_\_\_\_\_ TO : \_\_\_\_\_

Date	Name of Student	Year	Nature of Illness	Time & Lesson	Who Informed Parents	Who in school was/has been Informed	Attended by



## Appendix C - Medicines Storage Record



### Medicine Storage Record

DATE FROM: \_\_\_\_\_ TO : \_\_\_\_\_

Date Medication was provided	Student	Year	Name of Medication	Type and Quantity of Medication  (tablet, liquid...)	Expiry date	Given Dose  And Dose left	Date

All medicines above counted and checked by:	Date:	Signature:
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## **Appendix D – Adrenaline Injectors (Adrenaline Self-Injector) Location and Instructions for Use**

- Adrenaline injectors are kept in main school offices and in the kitchen first-aid boxes.
- All Adrenaline Self-Injectors kept in a sealed Ziploc bag with the student's name, instructions and authorisations signed by parents.
- Injectors Adrenaline Self-Injector can be administered by any member of staff if a student shows the following signs and symptoms:
  1. Tightness in throat or hoarse voice, repetitive cough
  2. Shortness of breath, gasping, repetitive dry cough, breathlessness, wheezing, bluish skin or lips.
  3. Pale, weak pulse, loss of consciousness, dizziness, feeling of impending doom.
- Staff will receive, annually, instruction on the administration of injectors.

## Appendix E – Care Plan Proforma

<b>Patient Summary</b> (Summarized History, including basic Information on patient)			
<b>Health Concerns</b> (current health problems, including symptoms, health behaviours and concerns)	<b>Goals</b> (Measure progress and how health concerns are being managed)	<b>Instructions and Interventions</b> (Directions given to providers, include medication management)	<b>Review</b> (Evaluate effectiveness of plan)
<b>Care Team</b> (parents, doctors, nurses, staff members and everyone managing and providing care)			