



*Making the difference*

# Medicine Policy



## MEDICINE POLICY

### **MEDICINES ARE DRUGS WHICH IF ADMINISTERED INCORRECTLY CAN KILL.**

**The School Nurses are responsible for the administration of medicines and general medical treatment and staff must follow their instructions.**

#### Medicines Prescribed by GP's for Individual Pupils

No member of staff can administer medicines without receiving training from the school nurse.

1. All medicines sent to school from home, must be in their original pharmaceutical containers and labelled by the Pharmacist with the child's name, dose, expiry date and time to be given with the exception of rescue medication which will be secured in an envelope with the Seizure Management Plan completed by the Consultant or Epilepsy Nurse Specialist. Medicines will be transported in red bags provided by school.
2. These medicines must be accompanied by written consent from parents authorising that they be administered on their behalf whilst in school and prescription labels will be checked for accuracy and if there are discrepancies the school Nurse will contact prescribers.
3. The medicines on arrival at school should be signed in by class to acknowledge receipt of the drugs and the medicines should be kept in their suitably marked containers in a lockable cupboard within either the Nurses Room or the child's classroom or a secure fridge if advised.
4. If the Nurse is unavailable to administer the medicine, she will ask an appropriately trained member of staff who will sign to say they are happy to give the medicine and then sign when the medicine has been given. The Nurse will inform them of when and how it is to be given. If the member of staff is unable to administer the medicine, they are not able to delegate to others but must inform the school Nurse. **If you are not a delegated person – you cannot administer drugs.** Before the medicines are administered at their correct times the labels should be checked with another responsible person and the child identified.
5. Both persons involved with checking the medicine must sign the Medicine Record File kept in the nurse's room or in the locked medicine trolley.
6. Emergency medicines i.e., Buccal Midazolam and Ventolin inhalers should only be given by the School Nurse or staff who have had awareness training. It should be kept in an appropriate container / envelope and kept near to the child it is prescribed for.
7. Staff who have delivered medicines to the Nurses room in the morning must collect at the end of the school day. They will remove the child's initial from the whiteboard and place in the appropriate school bag. The class Teacher is responsible for ensuring medicines are returned to the children in their class.

#### General Medicines and Treatments

1. A record of drug administration must be kept in the treatment book in the Consulting Room. This evidence of administration will then be included in the child's clinical notes and must be completed in black ink.



Important

**IDENTIFY THE CORRECT CHILD AND CORRECT DRUG BEFORE ADMINISTERING.** The School Nurse must be informed immediately if there is any difficulty with the giving of any medicines or treatment or if they have not been given at the correct time.



## FOOD AND FEED POLICY

### Food for Pupils – oral/blended foods

1. Vranch House kitchen staff have undertaken Food Safety & Hygiene for Catering training and work to strict food preparation guidelines. In addition to this, all Parents and Carers of pupils at Vranch House are asked to adhere to the following:
  - All foods sent in to be in sealed containers that are clearly labeled with:
    - The child's name
    - What is in the container (list of ingredients in blended or puree)
    - Date prepared and, if previously frozen at home, date defrosted
  - High risk foods i.e. chicken, pork, rice, egg and seafood. Will be heated in accordance to guidelines by kitchen staff only.
  - We cannot re-heat home-made foods for snacks either side of lunchtime, but can warm commercially produced pouches or other shop-bought sealed foods of this kind apart from foods that need to be warmed for blended feeding that could be eaten cold ie sandwich (without meat) that are too solid without warming. These foods must not be previously frozen and can be warmed in class kitchens by standing in hot water for up to but no longer than 10 minutes.
2. If staff have any concerns regarding any food sent in from home, they should refer to the above bullet points and seek advice from the school nurses and/or kitchen staff if still in doubt. If concerns arise around the consistency of food or fluids, staff should refer to the IDSSI guidance in all classes before consulting the Specialist Speech & Language Therapist (SS&LT)  
*NO MEMBER OF STAFF SHOULD GIVE ANY FOOD TO A PUPIL WHERE ANY DOUBT REMAINS AS TO THE SAFETY OR SUITABILITY OF CONSISTENCY OF THAT FOOD.*
3. Foods from home must travel with an ice block and be refrigerated on arrival. Kitchen staff will need time to heat and to safely cool food before consumption. Foods to be heated at lunchtime must be stored in the kitchen fridge.

For further information about the standards to which we adhere, as laid down by the Department for the Environment, Food and Rural Affairs (Defra), can be found on their website <http://adlib.eversite.co.uk/adlib/defra/content.aspx?id=18499> and the Food Standards Agency website: <https://www.food.gov.uk/food-safety>

### Food for Pupils – milk or liquid feeds

#### **GASTROSTOMY AND OTHER 'MILK' FEEDS ARE PRESCRIBED BY A DIETICIAN – GIVING A PUPIL THE WRONG FEED CAN HAVE SERIOUS AND SEVERE CONSEQUENCES**

2. No member of staff can administer gastrostomy, naso-gastro or blended feeds without receiving training from a designated member of the support staff team and having been signed-off as competent by a school nurse.



3. Staff MUST wash hands thoroughly and wear disposable gloves when administering any fluids or feed to a pupil. Staff MUST also wash their hands in-between administering feeds to more than one pupil.
4. If Parents or Carers wish to pre-mix any medication in with a liquid feed this SHOULD BE AGREED WITH THE NURSES BEFOREHAND AND TYPE AND DOSE OF MEDICATION CLEARLY STATED ON THE FEED CONTAINER.  
**The School Nurses are responsible for the administration of all medicines and general medical treatment and staff must follow their instructions.**  
A record of drug administration must be kept in the treatment book in the Consulting Room. This evidence of administration will then be included in the child's clinical notes.
5. All tubing, syringes or other equipment used in the administration of feeds, flushes or medicines should be thoroughly cleaned in-between uses and sterilised weekly. Once clean, all feed equipment must be thoroughly dried and stored in an individual box with the pupil's name clearly displayed.

### Important

#### **IDENTIFY THE CORRECT CHILD AND CORRECT FEED BEFORE ADMINISTERING ANY FEED.**

The School Nurse must be informed immediately if there is any difficulty with the giving of any feeds or treatment or if there has been an error in amount/type of feed given.

#### Storage and final preparation of food for Pupils

1. All food for pupils MUST be kept in clearly designated storage areas or class fridges.
2. NO food or drink for consumption by staff should be kept, or prepared, alongside any food or feeds for pupils – this includes tea and coffee. Food and drink for staff that requires refrigeration should be kept in the fridge in the staff room ONLY.
3. All food and feeds for pupils MUST be prepared in a clean and clearly designated area within a kitchen. This designated area must be away from any area used by staff for hand washing.
4. If any food or feed for pupils becomes contaminated in any way it should be disposed of and replacement feed/food sourced and parents consulted.
5. It may be kind or even beneficial for feeds to be administered above chilled temperature. If this is agreed by the parents/carers and the school nurses, feed should be removed from the fridge no more than 30min before administration.  
ONLY UNOPENED COMMERCIALY PRODUCED FOODS I.E. POUCHES CAN BE SUBMERGED IN HOT WATER BEFORE OPENING TO WARM.