

## Administering Medication During the Coronavirus (COVID-19) Pandemic

**This appendix has been created to outline the procedures for administering medication during the pandemic.**

### **1. Legal Framework**

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
  - DfE (2020): 'Guidance for full opening: schools'
- 1.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:
  - First Aid Policy
  - Covid 19 Risk Assessment PGRA040A
  - First Aid Risk Assessment PGRA003
  - Covid Lateral Flow Testing PGRA042

### **2. Enforcing New Procedures**

- 2.1. The school will ensure that a risk assessment for administering medication during the coronavirus pandemic has been conducted and is regularly updated to reflect any changes to government guidance.
- 2.2. The school will ensure that any changes to the procedure of administering medication to students are communicated to all relevant staff.
- 2.3. The school will communicate all changes in the provision of medication to students who require medication to be administered at school to these students and their parents.
- 2.4. Staff will undergo any necessary additional training to ensure they can sufficiently follow the procedures within this policy.

### **3. Social Distancing and Infection Control Measures**

- 3.1. Staff and students will have awareness of, and will adhere to, the procedures outlined in the Covid 19 Risk Assessment.
- 3.2. Staff will be required to wash their hands for at least 20 seconds with hot soapy water before and after administering medication to students.
- 3.3. Frequently touched surfaces and equipment will be cleaned and disinfected regularly, including before and after use.

- 3.4. Where practicable, a two-metre distance will be observed amongst all individuals while medication is being administered.
- 3.5. Parents will be informed that medication should be transported to and from school in an airtight container or plastic bag which is to be cleaned upon arrival.
- 3.6. Non-prescription medication will not be administered to students during the school day, as parents will be unable to enter the school site.

#### **4. Administering and Handling Medication**

- 4.1. As far as possible within social distancing and infection control guidelines, staff will continue to administer medication in line with the 'Medication in School and Supporting Students with Medical Conditions in School' Policy.
- 4.2. Staff administering medication will adhere to the school's social distancing and infection control measures as much as possible.
- 4.3. All medication will be administered in the medical room to ensure that the room can be subject to a specific enhanced cleaning schedule and infection control measures.
- 4.4. As far as possible, presence in the medical room will be limited to only one student receiving medication and one member of staff administering medication at any one time.
- 4.5. Where restricting the number of people in the room in this way is not possible, the room will be arranged in such a way that enables students and staff to remain two metres away from others administering or receiving medication, at all times.
- 4.6. Students will be encouraged to take their own medication under staff supervision, where appropriate, to avoid unnecessary contact.
- 4.7. Where contact is necessary or a two-metre distance cannot be observed during the administering of medication, all interaction will take place side-by-side, and face-to-face contact will be minimised as far as possible.
- 4.8. When handling and storing medication, staff will:
  - Wash their hands for at least 20 seconds with hot, soapy water, or use an alcohol-based hand sanitiser, before and after they handle medication.

- Wear disposable gloves when handling medication that is to be directly ingested by a pupil, e.g. capsules.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.
- 4.9. PPE, other than disposable gloves, will not be used when administering medication in most circumstances, with the exception of those outlined in section 6 of this appendix.

## **5. III Health and Infection**

- 5.1. Where an individual must wait on the school premises to go home when showing symptoms of coronavirus and must receive medication, staff ensure that:
- A suitably trained member of staff administers any medication required.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual, e.g. toilets, are cleaned and disinfected once they leave.
- 5.2. In the event that a symptomatic individual requires medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 4 of this appendix.
- 5.3. Staff will wear PPE, including a face covering, disposable gloves and eye coverings where there is a risk of splashing, when administering medication to a symptomatic student that requires close contact.
- 5.4. If a member of staff has helped care for a symptomatic individual and subsequently develops symptoms themselves, they are sent home immediately.
- 5.5. Where cover must be arranged for a symptomatic staff member, the school ensures that:

- There are sufficient numbers of staff who are trained and willing to administer medication to pupils.
- Adequate cover is in place before the symptomatic staff member leaves the premises.
- In the event that a member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals do not administer medication to others under any circumstances.
- Staff are aware that they cannot be required to fill in for these roles, and that administering medication is entirely voluntary.

## **6. Emergencies**

- 6.1. When administering emergency medication, e.g. AAls or EpiPens, social distancing restrictions do not apply.
- 6.2. A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 6.3. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **7. Monitoring and Review**

- 7.1. This appendix is reviewed by the headteacher in response to any new government advice.
- 7.2. The date of the next review is **January 2022**.
- 7.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.