




# Managing Medicines Policy



<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>MRS E CLARK</b>
<b>APPROVED: MR G TINKLER</b>	<b>GOVERNORS</b>
<b>SIGNED:</b> 	<b>ROLE: CHAIR OF GOVERNORS</b>



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<b><i>Version</i></b>	<b><i>Revision Date</i></b>	<b><i>Revised by</i></b>	<b><i>Section Revised</i></b>
V2	8.10.18	L Dyer	Front cover change. Amendment to current range of known disabilities – no pupil or member of staff are wheelchair dependent
V3	1.10.19	L Dyer	No Change
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### Supporting Pupils with Medical Needs

Other circumstances when a school may need to make special arrangements for pupils with medical needs

How to draw up an Individual Health Care Plan

Administration of Medicines

Appendix A: Named staff responsible for administering medicines

Appendix B: - Managing Medicine in Schools

\*Proforma 1: Request for School to Administer Medication

\* Proforma 2: Individual Health Care Plan

## Edlington Victoria Academy

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## **SUPPORTING PUPILS WITH MEDICAL NEEDS**

### **Purpose of the Policy**

Edlington Victoria Academy policy has been written to help the school draw up specific policies on managing medications in schools, and to put into place effective management systems to support children and young people with health needs who are able to come to school.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term, perhaps finishing a course of medication. Other pupils have medical conditions that if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs.

Most children with medical needs are able to attend school regularly and with some support from the school, can take part in most normal activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils and others are not put at risk.

### **AIMS OF THIS POLICY**

- To ensure that all students with medical conditions, in terms of physical and mental health, are supported in school so that they can play a full and active role in school life.
- To ensure the safe administration of medicines to children where necessary.
- To ensure the on-going care and support of students with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to student's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

An individual Health Care Plan can help schools identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk. A Health Care Plan is included within this policy (**proforma 2**).

### **Support for Pupils with Medical Needs**

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition. Wherever possible, self administration of medication should take place or parents should be actively encouraged to administer medicines to their children personally.

There is no legal duty, requiring school staff to administer medication. This is a voluntary role.

Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Principal, parents, access to information, training and reassurance about their legal liability.

They should be given information and guidance in the form of:-

- Policy
- Health Care Plans
- Systems of work and reporting procedures
- Access to suitable training
- Clarification of their legal liabilities

### **Staff Indemnity**

The Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment, have been provided with adequate training and are following the LEA's guidelines for the purposes of indemnity. The administration of medicines falls within this definition; hence staff can be re-assured about the protection their employer provides. The indemnity would cover the consequences that may arise if an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means that the Council and not the employee will meet the cost of damages should a claim for negligence be successful. It is very rare for school staff to be sued for negligence instead an action will usually be between the parent and the employer.

The administration of medications falls under three categories:-

- Short term medical needs
- Non prescription medication
- Long-term medication

### **Short Term Medical Needs**

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, to finish a course of antibiotics or apply a lotion (prescribed by a doctor/dentist). To support pupils with this will undoubtedly minimise the time they need to be off school. Medication should only be taken in school when absolutely essential. It is helpful if, where possible, if medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

## **Non Prescription Medicine**

Pupils sometimes ask for painkillers (analgesics) at school, including ibuprofen or paracetamol. Staff should not give non-prescribed medication to pupils. They may not know whether the pupil has taken a previous dose or whether the medication may react with other medication being taken. A child under 12 should never be given aspirin, unless prescribed by a doctor.

If a pupil suffers regularly from acute pain such as migraine, the parents should seek advice from the doctor and obtain a prescribed medication that can be issued at school. No member of staff should administer any painkillers unless they have spoken with the parent/carer regarding their last dosage time etc, to prevent overdose. Throat lozenges are not permitted in school.

## **Long Term Medical Needs**

It is important for the school to have sufficient information about the medical condition of any pupil with long-term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or immediately should a child develop a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary.

It is at this stage that an individual Health Care Plan for such pupils should be drawn up (**proforma 2**). This should involve the school, parents and relevant health professionals.

This can include:

- Details of pupil's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school can play

## **Administering Medication**

No pupil under 16 should be given medication without his or her parents' written consent, this must be obtained on the "request to administer pupil medication" form. Only authorised members of staff may administer medication to pupils. The administration of medicine to a child will be done with 2 members of staff present.

The form should include:

- The pupil's name
- Written instructions provided by parents/doctor
- Prescribed dose
- Expiry date & prescribed date.

If in doubt of any of the procedures as outlined within the Policy and Health Care Plan, the member of staff should check with the parents or a health professional before taking further action. It is good practice for staff to complete and sign record cards each time they give medication to a pupil (**proforma 4**).

### **Self-Management**

It is good practice to allow pupils who can be trusted to do so, to manage their own medication from a relatively early age and schools should encourage this. If pupils can take their medicine themselves, staff may only have to supervise this. The school policy states that pupils can carry and administer their own medication (e.g. Inhalers). However, staff must bear in mind the safety of other pupils if this is allowed. This will need to be authorised in writing from the parents to do this, a parental consent form is provided (**proforma 7**).

### **Refusing Medication**

If pupils refuse to take medication, school staff should not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

### **Record Keeping**

Parents are responsible for supplying information about medicines that their child needs to take at school, (**Proforma 1**) and for letting the school know of any changes to the prescription or the support needed.

The parent or doctor should provide written details including: -

- Name of medication
- Dose
- Method of administration
- Other treatment
- Any side effects

## **OTHER CIRCUMSTANCES WHEN THE SCHOOL MAY NEED TO MAKE SPECIAL ARRANGEMENTS FOR PUPILS WITH MEDICAL NEEDS**

### **School Trips**

It is good practice for the school to encourage pupils with medical needs to participate in school trips, wherever safety permits.

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures.



Sometimes an additional supervisor or parent might accompany a particular pupil to offer one to one support. If staff are concerned about whether they can provide for a pupil's safety, or the safety of others on a trip, they should seek further advice from parents, schools Health Service or child's GP.

### **Sporting Activities**

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's ability to participate in PE should be included in their individual Health Care Plan.

Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary (especially medication for Asthma, Anaphylaxis - if you are on the sports field you need access to this medication immediately). All inhalers must be taken to PE activities, Assemblies etc. Teachers/Coaches supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

### **Dealing with Medicines Safely**

Some medicines may be harmful to anyone for whom they are not prescribed. Where the school agrees to administer this type of medicine, the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

### **Storing Medication**

The School should not store large volumes of medications. All medicines will be stored in a locked cupboard/cabinet in the school office in an area not accessible to school children.

All medications must be in the original packaging/ container and is clearly labelled by the pharmacy with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health-care staff should never transfer medicines from their original containers. The Principal is responsible for making sure that medicines are stored safely. Pupils should know where their own medication is stored and who holds the key.

### **Emergency and Preventative Medications:**

Medicines such as asthma inhalers or epi-pens should be easily accessible, these are securely kept within class so are close to the pupil at all times. The school holds an emergency inhaler which is located within the main school office. A register of pupils who require inhalers is kept within the class and the school office; these should be checked regularly by the LSA/class teacher. Parents/carers must be notified if the inhaler is missing, empty or expired; they will be asked to provide one. It is essential that children have access to their inhalers at all times whilst in school.

### **Access to Medication**

Pupils must have access to their medication when required. The school may want to make special access arrangements for emergency medication that it keeps. However, it is also important to make sure that medicines are only accessible to those for whom they are prescribed. Children must be supervised at all times by a designated member of staff when medications are being administered.

### **Disposal of Medicines**

The School staff will not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date expired medicines.

### **Hygiene/Infection Control**

All staff are familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Emergency Procedures**

The designated staff will contact the emergency services if required, however all staff are aware of the procedures for contacting emergency services. All staff are aware of who is responsible for carrying out emergency procedures in the event of need. Guidance on calling an ambulance is provided on **proforma 6**

A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents arrive.

Generally, staff should not take pupils to hospital in their own car, however, in an emergency it may be the best course of action. This will only be carried out if another member of staff accompanies the casualty and driver, and the car driver holds public liability vehicle insurance.

## **HOW TO DRAW UP AN INDIVIDUAL HEALTH CARE PLAN FOR PUPILS**

### **Purpose of a Health Care Plan**

The main purpose of an individual Health Care Plan for a pupil with medical needs is to identify the level of support that is needed at our school. A written agreement with parents clarifies for staff, parents and the pupil the help that the school can provide and receive. The School will agree with parents how often they should jointly review the Health Care Plan. It is sensible to do this at least once a year.

The school will judge each pupil's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. However, the school's Medication Policy will be applied uniformly.

The Principal will not make value judgements about the type of medication prescribed by a medical or dental practitioner.

Drawing up a Health Care Plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual pupil.

A model Health Care Plan is enclosed with this policy (**proforma 2**).

Those who may need to contribute to a Health Care Plan are:-

- Principal
- Parent/Guardian
- Child (if suitably mature)
- Class Teacher/Form Tutor/Year Head
- Care Assistant or Support Staff
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals

### **Co-ordinating Information**

Co-ordinating and disseminating information on an individual pupil with medical needs, can be difficult. The Principal will give a member of staff specific responsibility for this role. This person can be a first contact for parents and staff and liaise with external agencies (Admin staff).

### **Information for Staff and Others**

Staff who may need to deal with an emergency will need to know about a pupil's medical needs. The Principal must make sure that supply teachers know about any medical needs.

### **Staff Training**

A Health Care Plan may reveal the need for some school staff to have further information/training about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies, eg: epi-pen: School staff will not give medication without appropriate training from health professionals. The local Health Authority will be able to advise further.

### **Intimate or Invasive Treatment**

Some school staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment e.g. Rectal diazepam for fears about accusation of abuse. Parents and Principal will respect such concerns and will not put any pressure on staff to administer medication unless they are entirely willing to do so.

The Health Authority will be able to offer specific advice. The Principal or Governing Body should arrange appropriate training for school staff willing to give medical assistance. If the school can arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment this will minimise the potential for accusations of abuse. Two adults often ease practical administration of treatment too. Staff will obviously protect the dignity of the pupil as far as possible, even in emergencies

## MODEL ADMINISTRATION OF MEDICATION POLICY

### Edlington Victoria Academy

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

- Each request for administration of medication to a pupil in school will be considered individually.
- The Principal is responsible for deciding, in consultation with staff, parents, health professionals and the LEA whether the school can assist a pupil with medical needs.
- No medication will be administered without prior consultation with, and written permission from the parent or guardian. **Ref. proforma 1.** (In addition a note from the family GP confirming the child is fit to attend school and the necessity for the child to take medication during school hours may be required).
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Principal.
- Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.
- Personal Health Care Plans will be drawn up in consultation with the school, parents and medical professionals. **Ref. proforma 2.**
- A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil.
- Medication must be delivered to school by the parent or escort (not sent to school in the child's bag) and handed into the office (or designated person).
- Medicines brought into school should be clearly marked with:-
  - the name of the medicine
  - the pupil's name & dob
  - dosage (including method of administration and times)
  - special storage requirements
  - prescribed and expiry date
- Medicines received will be logged onto the school's drug file, **Ref. proforma 3**, and held securely within the school. All essential staff will be able to access medicines in case of emergency.
- The school will establish a medication chart, used in conjunction with the pupil's individual Health Care Plan. Persons administering medication will check medication type is correct then log the time and date, and sign the chart upon administering medication. **Ref. proforma 4.**

- During residential school trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- The school will provide training for staff in order that they are equipped to administer emergency medical treatment to pupils with medical needs e.g. administration of rectal diazepam, epi-pen etc. Maintenance of staff training records and annual reviews will be the responsibility of the Principal. **Ref. proforma 5.**

The Principal will ensure all staff are aware of: -

- The planned emergency procedures in the event of medical needs
- Designated persons with responsibility for medical care (in order of priority)

Mrs Beryce Nixon - Executive Principal

Mrs Emily Clark – Principal

Miss Diane Cullingworth - First Aider / Finance and Admin officer

Mrs Melanie Edwards – First Aider / LSA

The 'stand-in' person in charge should be the designated person available/in the event of absence.

Mrs Adela Denovan - Vice Principal

- All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car, a trained member of staff will attend to escort the child. **Ref. proforma 6.**
- Some pupils carry their own medication (inhalers), this decision is based on wishes of parents, age, maturity and ability of individual child. **Ref. proforma 7.**

Signed \_\_\_\_\_ Principal

Signed \_\_\_\_\_ Chair of Govenors

Date \_\_\_\_\_

## **Appendix A-**

### **Named staff responsible for administering medicines**

#### **Governing Body**

- Ensures that this policy is implemented and updated

#### **Principal**

- Responsible for the implementation of this policy

#### **SENCO – Mrs Denovan**

Responsible for ensuring that:

- SENCO and designated person have the necessary information needed to carry out their roles successfully.
- Staff have easy access to IHCPs of students.
- Staff have updated information on the medical needs of the students.
- Arrange for IHCP to be drawn up as necessary
- Work closely with the designated person, to ensure medical needs are regularly updated.
- Ensure that IHCPs are accessible to all staff.
- Ensure that medical information is updated and available to all staff.

#### **Designated person responsible for overseeing the administration of medicines in school: Miss Diane Cullingworth and Mrs Melanie Edwards**

Responsible for:

- Checking validity of medicines
- Ensuring medicines are stored correctly
- Ensuring that only trained staff are administering medicines
- Recording the administration of medicines
- Contacting parents about any issues concerning the administration of medicines

#### **Risk Assessments: Mrs L Dyer**

- Responsible for ensuring risk assessments are regularly updated, including medical needs

**Procedures to follow.**

Only prescribed medication is permitted to be given to a pupil at the parent's request.

The parent/carer must hand the medication into the school office and complete the administer medicines form, clearly stating:

- Name, date of birth and address
- Condition of illness
- Medication, Dosage and Frequency, date prescribed and expiry date.
- Possible side effects
- Emergency contact number

The form must be signed by parent/carer. It is the responsibility of the parent/carer to ensure that the medication is collected at the end of the day and returned to school the following day if required. The form and medication will then be handed to the Office Manager in order that she can process the request.

- The medication on completed request form will be placed in the locked cupboard in the office.
- The alarm clock will be set for the time the medicine is to be administered
- If the medicine requires refrigeration, it will be put into the fridge in a locked tin, the key to the tin will be placed in the locked cupboard in the office.
- Only authorised personnel may access this cabinet.
- Instruction will be passed to the class teacher regarding the timing of medication.

**Administering Medicines**

- Ensure that the correct item is collected for each child.
- Ensure that hands have been washed prior to and following the administration of medication.
- Medication should be administered either in the medical room (or the staff room if not available)
- Only authorised persons should administer medicines eg. D Cullingworth, or in their absence the School Business Manager, Office Manager or a member of the senior leadership team.
- Check the name on the medication corresponds to the child and the form checking all details prior to administering. Check the reverse of the form to ensure that another member of staff has not already administered the medication.
- Once the medication has been administered, the form on the reverse of the Administering medication form should be completed clearly stating; time, dosage, name of medication and signed by the staff member and witnessed by another staff member.

- Return the wallet to the medication storage cabinet in the school office ensuring that it is locked.
- Sign the whiteboard against the child's name to indicate that medication has been administered.
- If a child refuses to take medication, do not force them. Contact parent/carer to inform them.

If a pupil requiring medication is on a school visit, the medication must be taken and given with clear instructions as above to the Group Leader for them to supervise the administration of medication.

All medication must be handed back to the parent/carer to dispose off. Staff members must not dispose of any medication themselves.

### **Pupils with Asthma**

All Inhalers are located within the class room and securely stored. These must be taken with the class whenever they leave to do activities such as Music, PE, Assemblies and school visits. A second inhaler may be kept within the school office which is kept locked when not staffed.

Parents will complete a form to allow school to supervise the administration of their child's medication clearly stating:

- Name, date of birth and address
- Condition of illness
- Medication, Dosage and Frequency, expiry date and date prescribed.
- Possible side effects
- Emergency contact number

In the event of a severe case of asthma it may be necessary to draw up a medical/care plan for the individual pupil.

Inhalers are checked weekly by LSA's within class. It is the parent's responsibility to ensure that an inhaler is available in school, if however school notice that an inhaler is missing the parent/carer may be asked to bring one into school.

Each child will receive a log book, and the following must be documented when a child administers their medication. A copy of the permission form is also attached to the book.

- Name
- Number of sprays/puffs of Ventolin administered.
- Time
- Date
- Supervisors signature

Pupils who participate in swimming lessons must take their inhalers with them. Medication must also be taken on school visits.



# Edlington Victoria Academy

## Parental agreement for setting to administer medicine

Edlington Victoria Academy will not give your child medicine unless you complete and sign this form.

Date	
Name of school/setting	EDLINGTON VICTORIA ACADEMY
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
If no, administered by:	
Signed by:	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy and collected at the end of school day by the parent / responsible adult.**

**Contact Details**

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

THE SCHOOL OFFICE

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s)

Date

\_\_\_\_\_

\_\_\_\_\_

Principal Signature

Date

*E Clark*

\_\_\_\_\_

**RECORD OF MEDICINE ADMINISTRATION**

<b>DATE</b>	<b>TIME TAKEN</b>	<b>GIVEN BY / OBSERVED BY</b>	<b>MEDICINE TAKEN / ANY REACTIONS</b>

**Edlington Victoria Academy – Individual Healthcare Plan**

Child's Name:

(Insert Child's photo)

Year Group:

Date of Birth:

Child's Address:

Medical diagnosis/condition:

Date:

Reviewed date:

Reviewed By:

Family Contact information:

Parent/carer Name:

Relationship to child:

Telephone:

Parent/carer Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Telephone: \_\_\_\_\_

Clinic/Hospital Contact

Name: DRI

Telephone: 01302 366666

GP Contact

Name:

Children's Paediatric Division

Telephone: 01302 366666

Who is responsible for providing support in school: Class teacher, Kitchen staff, Support staff

Condition Details:

Symptoms:

Triggers:

Name of Child:

No specific medication is required day to day.

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

None

Daily care requirements

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

Arrangements for school visits/trips

Other information

Describe what constitutes an emergency, and the action to take if this occurs  
This will not lead to an emergency based on his current health.

Who is responsible in an emergency (state if different for off-site activities)  
Teacher/ Support staff

Plan developed with

Staff training needed/undertaken – who, what, when  
None

Form copied to

OFFICE      PRINCIPAL      MIDDAY SUPERVISOR      TEACHER      PARENT

Signed by:      Rebecca Bewick

Signed by parent:

The form is to be displayed in the allocated place only

OFFICE      DINNER HALL      STAFF ROOM

The information on this form must never be shared with any other than those persons named on  
this form unless in a medical emergency.

Please attach any other documents from professionals to this form for information.