



Policy and Procedures for Administration of Medication in School

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Reviewed Jan 2022

Sourced from NHS Guidance August 2018

Nominated Governor: Quality and Outcomes Committee

Signed

Date

Review date: Jan 2023



Introduction

At Heltwate School, the Governing Board and staff acknowledge their responsibility and intention to ensure that all pupils at our school with medical conditions will be properly supported so that they have full access to a full education, including school trips and physical education, across the curriculum we offer.

We are aware that some pupils may feel self-conscious about their medical condition, and could potentially develop emotional disorders such as anxiety and depression.

We will always endeavour to work with other partner agencies to insure that medical needs, are developed and progressed through our student's EHC plans, and will work in accordance with the SEND code of practice, under part 3 of the Children's and Families Act, 2014.

Responsibilities

The Head Teacher will;

- Accept responsibility, in principal, for members of school staff giving and/or supervising where possible, students taking medication when needed during the school day.

School staff may be asked to perform the task of giving medication to children, but they may not however, be directed to do so. They must have been sufficiently trained to administer the medication in question. This includes staff who are trained to monitor those students who self-administer their own medication.

No member of staff will administer medication unless they are confident that it is the right thing to do, and they have received the appropriate training to do so. If in doubt, they will seek advice and assistance.

- Ensure that the arrangements set up in this policy, will be implemented effectively, including naming a person who has overall responsibility for policy implementation.
- Provide a named person who is responsible for ensuring that sufficient staff are suitably trained
- Ensure that there is a commitment that all relevant staff will be made aware of the child's condition;
- Ensure that cover arrangements are in place in case of staff absence so that a trained member of staff is always available;
- Brief supply teachers when and where necessary;
- Ensure that risk assessments are in place for school visits, holidays, and other school activities outside the normal timetable;
- Ensure that individual healthcare plans are suitably monitored, and protocols are being followed.

The Governing Board will;

- Ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Ensure that our school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported during school hours.
- Ensure that our arrangements give parents and pupils confidence in Heltwate School's ability to provide effective support for medical conditions experienced by our students. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care.
- Ensure that this policy is regularly reviewed, and is easily accessible to parents via the school website, and to all staff.
- Ensure that written records are kept of all medicine that are administered to our students, as these protect staff and pupils and provide evidence that procedures are being followed.

Administration of Medication at Heltwate School

Staff at Heltwate School are unable to administer medications to a student, unless there is written direction and signed consent from parents/carers for both prescribed and non-prescribed medicines. Such direction must include details of dosage, required frequency and with parents and carers advising on a daily basis the time of the last dose given.

ALL Medications must be provided in an original container/box/package. School will not accept items of medication in unlabelled containers, and such medication will be safely destroyed immediately on arrival on site.

Parents and carers should please note:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under the age of 16 should be given prescription or non-prescription medication without their parent's consent.
- A child under 16 years should never be given medicine containing aspirin unless this is prescribed by a doctor.
- School will only accept **prescription only medication** if it is in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage, child's full name and storage. The exception to this is insulin, which must still be in date, but is generally available inside an insulin pen or a pump, rather than in its original container.

- Where clinically possible the school can expect medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours.
- **Non prescribed**, over the counter medicines do not need an Appropriate Practitioner's prescription, signature or authorisation in order for a school, nursery or child minder to give them, provided that there is a written permission to administer the medicine from the parent or carer.
- Over the counter medicines, eg pain relief will not be administered without first checking maximum dosages, expiration date of the medication, time dose is intended to be given and the time the previous dose was taken should be in writing with signed consent by the parent/carer.

The following requirements should also always be met by parents and carers;

- Parents and carers are responsible for providing the school with comprehensive information regarding the pupil's condition and any medication they take for their condition. This must be in writing and with details of the exact time and quantity of the last and expected doses.
- Each and every item of **prescribed** medication must be clearly labelled with the following information;
 - Pupil's name
 - Name of the medication
 - Dosage
 - Frequency of administration
 - Date of dispensing & expiry date
 - Details of any specialist storage requirements (i.e. below a certain temperature, medication that is light sensitive etc.)
 - A signed parental/carers consent for administration in school hours
 - Wherever a medication care plan or protocol has been completed or is updated by the GP or hospital consultant, parents and carers should ensure that a copy is sent into school as soon as possible.

Parents and carers should note that prescribed medication will NOT be accepted and administered in school without these complete written and signed instructions from the parent or carer.

- Parents and carers should ensure that they complete the medication request form (Part 2) prior to sending any medication into school, this includes prescribed and non prescribed medication. If the student attends school by LA funded transport, ALL medication to be administered in school must be handed to the responsible adult/passenger assistant on their vehicle. This should then be given immediately to welcoming staff at the school's main entrances on arrival at school. If parents and carers bring their child to school, the same hand over protocol should be completed. On receipt in school, all medications will be counted and checked against the parent request form by class staff and stored safely.
- When supplies are becoming close to being exhausted (5 working days before) school staff will send home a medication request form (Part 1), allowing time for a repeat prescription to be requested and collected if necessary. New supplies can then be sent in by parents after they have completed the medication request form (Part 2) as above.
- Only reasonable quantities of medication should be supplied to school - for example, a maximum of four weeks supply at any one time. Parents must also insure that school staff have adequate supplies of all strength of the medication in case a split dose has been prescribed (i.e. 1x 10mg+ 1x5mg = 15mg dose).
- It is the responsibility of parents and carers to notify the school in writing, if the pupil's need for medication ceases.
- It is the parents and carers responsibility to renew medication when the expiry date is reached, and the supply in school has not been exhausted.
- Parents and carers **must** insure that school has up-to-date contact details so that staff can ring them in the event of illness, or an emergency.

The following requirements will always be met by school staff;

- When medication is administered in school hours, a second member of staff will always be available and required to witness this.
- Prescription only medication held in school for emergency purposes for conditions such as Epilepsy, for example Buccal Diazepam, will be kept in named and locked medication boxes within the medical cabinet close to the pupil's classroom. A copy of the individual's care plan, if available will be kept with the medication in a separate and zip-locked bag, within the cabinet. This bag will clearly display the child's name and a photograph of them for ease of identification in the event of an emergency.
- Medication that is deemed to be 'controlled' under 'The Misuse of drugs Legislation' such as Ritalin for ADHD, will be kept in named and locked medication boxes within the medical cabinet close to the pupil's classroom and will only be accessible by those members of staff responsible for the administration of such medication.

The administration and management of this medication will be regularly audited by members of the school's senior leadership team on a half termly basis.

- Medication required to meet the medical needs of diabetic and other critical conditions such as those pupils who receive feeds and medication via Gastrostomies will be kept in school under the direction of specialist medical teams. Staff will liaise with such teams on a regular basis to insure the safe administration of medication and well-being of the pupils in question.
- Other emergency medication such as asthma inhalers will be kept in the pupil's classroom, in a recognised suitable place so that they are easily accessible to the pupil's that may need to use them quickly. Where possible and appropriate, students will be encouraged to manage and store their own inhalers independently and safely.
- Chlorphenamine and EpiPens for anaphylaxis will be stored safely within the pupil's classroom to facilitate a quick staff response should the need for medical intervention be required. All class staff will have immediate access to such medication when needed, and the position of the medication clearly identified to other school staff.

During trips out, where medication may be needed to be administered as a routine, or in an emergency, the class teacher will be responsible for insuring that written consent for such medication and associated care plans are in hand whilst away from the school premises. They will also be responsible for insuring that the medication is correctly replaced in the appropriate locked cabinet on return to school.

- Classroom staff will keep daily record of administration with the individual pupil's medication zip-lock bag, and these logs will be made available to parents and carers on request. These records will include details of dates, dosage, times administered, by whom, and also details of the staff member witnessing the process, and will also detail a running total of the amount of medication remaining, so that additional supplies can be requested as and when needed, and in a timely fashion.
- A named member of support staff will be responsible for keeping a running record of all medication that is delivered by school staff, and this will be audited on a termly basis by a member of the senior management team to insure compliance with this policy.
- If a pupil refuses to take their medication, staff will not force them to do so. However, parents or carers will be contacted as a **matter of urgency**. If a refusal to co-operate with the administration of medication results in a medical emergency, staff will immediately follow the school's emergency procedures.
- The school will not make changes to the doses without written instructions, for prescribed medicines this will need to be from a health care professional.
- School will not be held responsible for the destruction of unused medication.



- School staff will always attempt to contact parents to advise that their child is unwell in school.
- Medicines which are in use and remain in date will be sent home with the pupil on the last day of each term. It is then the parents or carers responsibility to insure that suitable amounts of medication are returned on the first day back of the following term, and that these are within their expiration date and include a new consent form.
- Date expired medication, or those no longer required will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Records should be kept for audit purposes.
- Staff who volunteer to assist and be trained in the administration of medication will receive appropriate professional training and guidance, which will be arranged and re-addressed on a regular basis as necessary by a member of the senior management team.
- When a member of staff who is responsible for the administration of medication to a specific pupil is absent, it is the responsibility of the class teacher to insure that arrangements are made to co-ordinate a suitably trained replacement from the existing staff.
- The school's senior leadership team will make every effort to insure that medication can be appropriately administered by trained staff during trips away from the school premises, even if additional arrangements need to be made to facilitate this. However, there may be occasions when a pupil may not be able to be included on a trip because suitable and safe supervision arrangements cannot be made, and/or guaranteed, and they will therefore need to remain in school. This situation will only occur when every attempt has been made by the senior management team to secure an alternative, but suitably trained member of staff.
- **All** staff will be made aware of these arrangements, and the procedures to be followed in the event of a medical emergency.

Medical Emergencies Procedures

- The school's senior leadership team will be responsible for insuring that amongst the school staff, a sufficient number of adults are adequately trained in first aid, in the event of an emergency need.
- In extreme circumstances such as an anaphylactic reaction, epileptic seizure, diabetic coma etc., specific staff will receive appropriate training to administer emergency medication held in school if required. This will always be actioned in accordance with the pupil's medical care plan.



- In such circumstances as a medical emergency being experienced by a pupil with a previously unknown condition, staff will ring 999 immediately, and employ suitable first aid procedures to prolong life, until professional support is received.
- Emergency medications prescribed for previously known conditions will be kept in locked medical cabinets close to the vicinity of the pupil's classroom.
- The care plans for these pupil's will be made available to all staff who work in close contact with the named pupil, and held within specific class/group booklet, to insure ease of access of this information.
- All staff will be made aware, through annual training by medical nursing professionals how to contact the emergency services, and when it may be necessary to do so.

Health Care Plans

Where a child's medical needs go beyond the normal practice, the Head teacher, or a member of the senior leadership team will convene a meeting with health care professionals and parents or carers to agree an appropriate health care plan, that fully meets the needs of the child. Wherever appropriate and possible, the child will also be invited to participate.

The care plan will always be child centred, and detail the following information;

- Procedures to be followed in an emergency
- Medication details - full name and up to date dosage instructions
- Details of how to manage day to day care - food intake, and information about blood sugar levels etc.
- Consent and agreement by:
 - Parents/carers
 - The named health care professional/hospital consultant
 - The head teacher or his/her nominated representative
 - The child, if this is deemed appropriate

Residential trips

Throughout the school year, many of our mainly older students are offered the opportunity to access residential camps/trips away from home. These are always no longer than a school week.

In general, our students who have additional medical needs will not be excluded from school trips, unless we are aware of sound medical or health and safety reasons as to why they should not be included. We will always complete a statutory risk assessment for **any** trip away from school, and the safety of individuals, both pupils and staff and of the group as a whole will always be paramount. .



- If this risk assessment identifies a safety issue, the school will inform the parents or carers of our concerns, and alternative arrangements will be made to educate the pupil in school for the duration of the trip. However, in terms of medical needs, such decisions will always only be made as a last resort and after due consideration has been made, and a final decision will lay with the head teacher.
- In suitably risk assessed situations, the administration of both prescribed and non-prescribed medications during the course of a residential trip, will be controlled by a pre-signed parent/carer consent to only dispense treatment when specifically needed.
- Responsibility for the collection of and administration of all medication on a residential trip will be given to two named and fully trained members of staff accompanying the trip. One of these members of staff will always be the nominated trip leader.
- A separate meeting or where necessary telephone conversation will be held for parents and carers of pupils whose medical needs are subject to an individual care plan, to insure their well-being during the trip. Where necessary, external health care professionals may also be invited to attend, to fully support meeting the pupil's medical needs, whilst they are away. Contact details will be exchanged between parents and carers and the lead member of staff to insure immediate contact and advice should this be required, to safeguard that all foreseen medical needs can be met by school staff, whilst away.
- Medication will be checked by the trip lead; all medication will be recorded as received by the trip lead. Medication will be stored in a locked box that 2 members of staff have access to. Medication logs, consent forms, emergency contacts and the pupils' care plan will be kept in a clearly named zip wallet.



Appendix 1 – contacting emergency services – guidance for staff

Always attempt to use the phone within closest proximity to the child so that you can respond accurately to any questions posed by emergency services.

If staff are calling emergency services in response to suspected and/or known anaphylactic symptoms, they must make it clear that this is the case, in the first instance, when making the call. This is to insure attending paramedics can travel with the required treatment – it is not always carried by single motorcycle paramedics.

Requesting an ambulance

- Dial 999, and ask for the ambulance service.
- Be ready to give the information below, and where possible be able to relay details of the current situation, and any ongoing information.

Speak clearly and slowly and be ready to repeat information if asked to do so.

1. Your telephone number
2. Your name and role
3. Your location (school address or elsewhere, if on a trip)
4. State what the postcode is if you know – for satellite navigation purposes
5. Provide details of the exact location of the patient, either in the school, or elsewhere if on a trip
6. Provide the name of the child and a brief description of their symptoms
7. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
8. Inform the school office so that they are aware



Appendix 2 – Documents relating to this policy;

- Parental agreement for school to administer medicine
- Medication request form for completion by:
 - School staff
 - Parental confirmation
 - School staff confirmation of receipt