



Managing Medicines and Supporting Pupils with Medical Conditions Policy

The status of the policy: Final

Purpose: The purpose is to set out the schools' procedure and arrangements for managing medicine in school .

Consultation: Draft to staff & governors

Links with other policies:

- School vision
- Child Protection & Safeguarding
- Equality
- Teaching & Learning

Monitoring and evaluation:

- Welfare & Parental Engagement Committee

Date of implementation: November 2016

Date of review: Autumn 2020

General Introduction

This policy is to give support and clarity to staff members and parents on the legality and administration of medicines in school to children in their charge. This policy is intended to provide good practice and consistency in this regard.

The policy has been prepared in accordance with the “Supporting Pupils at School with Medical Conditions April 2014” and “Managing Medication in Child Care Settings Level 1” (07/07/15) policies and guidance.

Aims and Purpose of the Policy

- Roles and responsibilities are clearly defined to support children with medical needs.
- Outline procedures that not only provide appropriate care for children, but are practical from the school’s point of view.
- Medicines are handled responsibly
- All staff are clear about what to do in the event of a medical emergency

Objectives of the Policy

- To give clear support and guidance for medical procedures within the school.
- Highlight responsibilities and the legal requirements with the best interests of the children and staff in mind.

Associated Policies and Procedures

Health and Safety Policy

Roles and Responsibilities

There is no legal duty that requires schools or settings staff to administer medicines.

If for whatever reason a school/setting is unable to secure a willing competent person to administer medication the function will then rest with the parent or the health service. This should be made clear to the parent. They will then be responsible for providing a person to administer the medication, to competently monitor and test a fluctuating condition or administer medication in response to either a fluctuating or stable but enduring medical condition.

The school/setting should keep this under review and may decide at any stage to cease or, alternatively, begin to administer medication. In such a case there should be appropriate consultation with the parent/carer to ensure appropriate arrangements are in place.

At Birch Hill Primary School permission to administer prescribed medication may be given by the Headteacher.

The Health & Safety Policy for Children, Young People & Learning (CYP&L) requires all schools and early years settings to ensure the administration of medicines and supporting children with complex health needs is adequately managed.

All schools should follow the standard produced jointly by the Department of Health and Department of Education and Skills. The standard is available on the *Policies and Guidance* page of Bracknell Forest Schools Website: [Managing Medicines in Schools & Early Years Settings](#) (referred to as: *The Standard*). The standard has 5 chapters titled:

- Developing Medicines Policies
- Roles and Responsibilities
- Dealing with Medicines Safely
- Drawing up a Health Care Plan
- Common Conditions - providing practical advice on Asthma, Epilepsy, Diabetes and Anaphylaxis.

It also includes appendices covering Legal Framework and model record keeping forms.

Method of Monitoring

Reviewed annually by Governors and staff members of Birch Hill and updated as necessary.

Health Care Plan

The chapter covering Health Care Plans, along with the model forms is the pivotal means through which responsibility holders communicate and record information acknowledging this through signing off the document. This provides a high level of assurance that information has been understood and agreement on actions reached. This will also facilitate, setting review dates, recording any changes introduced and also lends itself to future auditing.

The standard states the main purpose of an individual Health Care Plan is to identify the level of support that is needed. A short written agreement with parents may be all that is required in the simplest of cases. Model forms copied from the standard are attached as appendices.

Medication Errors

A medication error is when the administration deviates from the instructions of the medical professional and parent. Medication errors typically occur when

schools have more than one pupil with the same name. Some examples of medication errors include:

- administration of a medication to the wrong pupil,
- administration of the wrong medication to a pupil
- administration of the wrong dosage of medication to a pupil,
- administration of the medication via the wrong route,
- administration of the medication at the wrong time

Each medication error must be reported to the Head teacher and an Incident Report Form completed and copied to the Corporate H&S Team.

Each school should have procedures in place to avoid any errors. For example some schools put each pupil's medication and records in a sealed bag which includes a recent photograph of the pupil. Some schools ensure that when the medicine is administered it is witnessed and recorded by another member of staff.

Training

If schools/settings agree to support pupils with medication needs then staff who manage the administration of medicines and those who administer medicines should receive appropriate training and support from a qualified health professional. The school/settings should ensure the trainer incorporates a competency test and that the school should retain a copy of the record of this having been carried out. Eg: Epipen, Asthma pumps, Diabetes.

Good practice at Birch Hill means that at least one person in the school has attended specific Managing Medicines in Child Care Settings' training.

Any action taken by a person undertaking support activities should be limited to the training given. This training should communicate clearly the serious risks entailed by undertaking activities outside those for which they have been formally trained.

A model record keeping form (see appendices) which sets out the essential elements to be recorded.

Schools/settings should ensure that they have sufficient numbers of trained staff to cover for school visits, staff sickness, and compassionate leave or for any other reason for absence from school.

If there are any changes to the agreed care plan for example changes to dose or type of medication, staff changes etc. then a new care plan should be provided and new training by a health professional may be required. The new training must incorporate a competency test and records retained. It should be

recognised that should the school/setting not have competent trained staff to undertake the care plan, then the responsibility to administer the medication could be passed back to the parent.

Where equipment is involved sufficient “hands on training” is essential. This will allow trainees to become fully familiar with equipment operations. This will give confidence particularly when first dealing with equipment in live situations. It is also recommended that update training after a break, e.g. due to school holidays, long sickness absence or other, is carried out.

Records of training

Records of training should be provided by the trainer and retained by the school/settings.

Induction Training

All staff should receive Induction Training upon joining the school. This training should include:

- what the schools policy is on the administration of medicines
- where it can be found
- how to respond in an emergency
- who the main first aiders are.

Audit

The school/settings should make formal arrangements with the qualified health professional to ensure he/she regularly audits the trainees’ competence. This should be done at a minimum of once every year.

During school inspections the Office for Standards in Education (Ofsted) must evaluate and report on how well schools ensure pupils’ care, welfare, health and safety. Ofsted will look to see whether administration of medicines follows clear procedures.

The Corporate Health & Safety Advisers carry out school health and safety audits every 2 to 3 years and the programme will include the management of medicines and staff training records.

Staff Indemnity

Bracknell Forest Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer

provides. The indemnity would cover the consequences that might arise where 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 costs of any damages if a claim for alleged negligence be made.

School Trips

Schools may need to take additional safety measures for visits and consider arrangements for taking any medication. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures.

The Schools Offsite Activities insurance will provide an indemnity for any emergency medical assistance required for pre-existing medical conditions. Insurers require all those travelling with pre-existing conditions to obtain written consent from their GP or Consultant that they are medically fit to travel. If you need any further advice on this matter, please contact the Insurance Section.

Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils on the visit, they should seek advice from the pupil's GP/Consultant. For further information on school trips, see: Offsite & Hazardous Activities Manual. A parental consent and medical form, OHA 2, will be required. Further advice is available from the Advisory Service:

Contact: Brian Mallett, Offsite Visits Advisor
Address: Off-site and Outdoor Advisory Service
16 Abbots Road
Newbury
Berkshire, RG14 7QW
Telephone/Fax: 01635 36071
Mobile: 07831 472458

The Schools Offsite Activities insurance will provide an indemnity for any emergency medical assistance required for pre-existing medical conditions. Insurers require all those travelling with pre-existing conditions obtain written consent from their GP or Consultant that they are medically fit to travel. If you need any further advice on this matter, please contact the Insurance Section.

Sporting Activities

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. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

Employee's Medicines

Employees may need to bring their own medicine into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.

Staff Protection

Staff should have access to protective disposable gloves and take care when dealing with spillage of blood or other body fluids and disposing of dressings or equipment. Practical and *Section 3(16): Managing Medicines in Schools and Early Years Settings Schools Health and Safety Manual August 2013 Sect 3(16): 4.* Practical and common sense hygiene precautions will minimise the risk of infection where contact with blood or other body fluid is unavoidable. Guidance on these precautions is available in: Section 3.9 of Corporate H&S Manual.

Administration of Rectal Diazepam

Children and young people requiring rectal diazepam will vary in age, background and ethnicity, and will have differing levels of need, ability and communication skills. If arrangements can be made for two adults, at least one of the same gender as the child, to be present for such treatment, this minimises the potential for accusations of abuse. Two adults can also often ease practical administration of treatment. Staff should protect the dignity of the child as far as possible, even in emergencies. The criteria under the national standards for under 8s day care requires the registered person to ensure the privacy of children when intimate care is being provided.

Guidance on the Use of Emergency Salbutamol Inhalers in Schools

Primary and secondary schools in the UK are allowed to obtain, without a prescription, salbutamol inhalers, if they wish, for use in emergencies.¹ This will be for any pupil with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. Further information is available in: Guidance on use of emergency inhalers in schools.

Defibrillators

A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Schools are advised to consider purchasing a defibrillator as part of their first-aid equipment. If schools install a defibrillator for general use, they should notify the local NHS ambulance service of its location. Staff members appointed as first-aiders should already be trained in the use of CPR and may

wish to promote these techniques more widely in the school, amongst both teachers and pupils alike.

Emergency Procedures

All staff must be aware of the likelihood of an emergency arising in a pupil with medical needs, whom to contact and what action to take. Back-up cover should be arranged for when the member of staff is absent or unavailable.

Where a child is in distress or has a need for an intervention and no one in the school/settings feels confident to undertake it then the parent/guardian and a qualified health professional should be called immediately.

Staff should be trained to use the telephone and know how to call the emergency services. A model form on requesting an ambulance is attached as Appendix 1. A member of staff should accompany a pupil if taken to hospital by ambulance and should remain with the pupil until his/her parents arrive.

Generally staff should not take pupils to hospital in their own car. However, if after discussion with the 999 service, it is recommended that the child is taken direct to hospital in a member of staff's car, then checks must be made to ensure car insurance for business use is in place. It is also recommended that an additional person accompanies the member of staff to and from the hospital. In an emergency the best possible action is to call an ambulance.

Routine administration

There will be many cases where the administration of medicines is routine and straightforward (prescribed painkillers, antibiotics etc.) In these cases professional training may not be necessary. If in doubt contact the School Nursing Team. Where training is identified the details must be included in the care plan (see forms in Appendices).

Unless there are specific dosage instructions regarding administration of medication at a specific time (e.g. before meals), we will **NOT** routinely administer medicine where the prescribing instructions state two or three times a day.

Staff should never volunteer to give non-prescribed medicines to children unless the parent has given prior permission by signing the agreed care plan. (Appendix 5) and this is agreed by the Headteacher.

Non-Routine administration

Some children require non-routine administrations. This could be injection, administration of rectal diazepam, assistance with catheters or use of equipment

for children with tracheotomies etc. Before the school accepts any commitment professional training and guidance must be provided from the School Nursing Team or appropriate medical professionals. Once again the training requirements and specific details must be included in the care plan signed off by the Parent and the Headteacher.

Medication Storage and Recording

Medicines must be kept in the container supplied, which must be clearly labelled with the name of the child and instructions of usage – issuing pharmacy label. All medication should have a clear expiry date.

It is the parents' responsibility to manage their child's medication's expiry date.

Medicines must be stored in a secure lockable cupboard within the main office. Refrigerated medicines must be stored in a separate lockable medicine fridge. This is located in the staff room.

Asthma inhalers are stored in the 'teachers/storage cupboard in the child's classroom area, not in a locked cupboard. We ask parents to provide a small clear, plastic storage tub for the inhaler.

Adrenaline pens for named pupils with Anaphylaxis are stored in a clearly labelled container in the school office, not in a locked cupboard.

Pupil Self- Administration

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we will encourage and support this, on the condition that parents have given written permission for their child to self-administer.

At Birch Hill, this is most likely to be where a child uses their own inhaler to control their Asthma symptoms.

Where a parent has noted that a child can self-administer their medication, we will always ensure that this is supervised by a member of staff who will also record that this medicine was taken. We would expect this to happen in the classroom.

Recording

All staff administering medicines must adhere to the child care plan from as given and complete forms upon issuing medicines.

Unacceptable Practice

The Governing Body should ensure that this policy is explicit about what practice is not acceptable. Although school staff should use their discretion and judge each case on its merits with reference to the child's individual health care plan, it is not generally acceptable to:

- Prevent children from easily accessing their inhalers and medication and administering when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual health care plan;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition eg: hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer prescribed medication or provide medical support to their child, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg: by requiring parents to accompany their child.

As far is possible we would request that medication is given at home, unless required to be administered during the school day. Only prescribed medication will be given, with written consent by parent /carer and approval from Headteacher.

APPENDIX 1 Contacting Emergency Services form

APPENDIX 2 Procedure for Administering Medicines at Birch Hill & Medicine at School Request Form

APPENDIX 3 Info for Health Care Plan

APPENDIX 4 Medical Health Care Plan

APPENDIX 5 Medication Record form

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number **01344 455815**

2. Give your location as follows: **Birch Hill Primary School, Leppington Road, Bracknell, Berkshire**

3. State that the postcode is **RG12 7WW**

4. Give exact location in the school/setting (insert brief description)

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

Appendix 2

Procedure for Administering Medicines at Birch Hill Primary School

For Health and Safety reasons, pupils are not permitted to have medicines with them. If your child needs to take prescribed medication during the school day, please complete this form and bring it into the school office with the medication.

Important: The school is not obliged to undertake this duty. The Headteacher reserves the right to withdraw this service.

If the school administers medication, this consent form must be completed and signed by the parent or legal guardian of the child and the administration of the medicine is agreed by the Headteacher.

If the school administers professionally **prescribed** medication, this must be clearly labelled indicating contents, dosage and the child's name in full.

The school will not administer non-prescribe medication unless in exceptional circumstances and with the agreement of the Headteacher.

Inhalers: Inhalers for asthma sufferers must be clearly labelled. On school trips and outdoor activities the teachers will usually safeguard these. On most other occasions they will be kept in the classroom. As children mature they will be encouraged to look after their own inhalers. Please collect your child's inhaler at the end of each term and regularly check the expiry dates.

Medicine at School Request Form

Please fill in this form if you wish your child to receive medicine whilst at school.

Name of child _____ Class: _____

be given the following medicine/tablets at school:

Name of medicine: _____,

Correct dose _____

Durant of medication _____

Reason for taking medicine _____

At the following times: **Playtime/lunchtime/if needed**

I understand that unless there are specific dosage instructions regarding administration of medication at a specific time (e.g. before meals), the school will **NOT** routinely administer medicine where the prescribing instructions state two or three times a day.

Prescribed

- This medicine has been prescribed by the family doctor.
- The medicine is clearly labelled with my child's name, the dose and the child's class teacher.
- The medicine will be handed to my child's teacher, or to the school secretary.
- Medication will be kept in the school office/ fridge or classroom
- I understand that whilst the school will do all it can to help, it is not obliged to give our medicines.

Non- Prescribed

- Medicine is provide in a disposal capsule
- Medication will be kept in the school office/ fridge or classroom (circle)
- I understand that whilst the school will do all it can to help, it is not obliged to give our medicines.

Signed: _____ (parent/guardian)

Tel: _____ Date: _____

(NOTE: medicine will not be accepted in school unless this letter has been completed and signed by the parent or legal guardian of the child)

Birch Hill Primary School

INFO FOR HEALTH CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name			
Address			
Date of birth		Year	
Medical condition / diagnosis			
Medication and dosage	<u>To be administered at school:</u>	<u>Administered at home:</u>	
Date plan drawn up		Review date	

CONTACT INFORMATION (page 2)

Family Contact 1	Family Contact 2
Name: Relationship: Phone (mobile): Phone (home): Phone (work):	Name: Relationship: Phone (mobile): Phone (home): Phone (work):
GP Name: Phone: Surgery name:	Clinic / Hospital / CAMHS contact: Name: Phone:

Signed Parent / Carer _____ Date _____

Signed Headteacher / Deputy Headteacher _____ Date _____

Date received by Office _____

Birch Hill Primary School Medical Care Plan

Child's photo

Identification details: <ul style="list-style-type: none"> • Name • Date of birth • Address • School & Class 	
Medical details: <ul style="list-style-type: none"> • Medical condition • Treatment regime • Medication prescribed or otherwise • Side effects • Action to be taken in case of emergency/crisis 	
Daily Care Requirements	
Actions to be taken in case of an emergency / crisis Describe what constitutes an emergency	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Contact details: <ul style="list-style-type: none"> • Parents / Carers & relationship • Alternate family contact • Doctor/Paediatrician/Pharmacy • Any other relevant health professional 	
Facilities required: <ul style="list-style-type: none"> • Equipment & accommodation • Staff training/Management/Administration • Consent 	
Any other information	
Review & update	

Care Plan set up by: _____ Date: _____

Signed (Parent/Carer) _____

Date: _____

Print name: _____

Signed
(Headteacher) _____ Date _____

BIRCH HILL PRIMARY SCHOOL MEDICATION RECORD

Name: _____ Date of Birth: _____

Address:

Allergies:

Register of medication obtained:

Criteria	To be filled in
Date	
Name of Person Who brought it in	
Name of medication	
Amount supplied	
Form Supplied	
Expiry Date/Timing	
Dosage Regime	
Any special instructions	
Side effects	
Self – Administered (Yes/No)	
Procedures for an emergency	

Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered By	Comments / Action Side effects