

Policy for the Administration of Medication and Medical Care

ON RECEIVING MEDICINE YOU MUST COMPLETE FORM AND INFORM MRS LAWLOR OR A SENIOR LEADER. RECORD SHEET for logging administration of medication-in school office by Medicines Cabinet

This policy should be read in conjunction with the school policies and procedures on 'Health and Safety' and the 'Administration of First-Aid'. The DfE publication 'Supporting pupils at school with medical conditions December 2015. 'Guidance on First Aid for Schools' provides further guidance and also the H and S First Aid Regulations 1981.

This policy is in line with The Education Act 1996 (as amended by Section 3 of the children, schools and Families Act 2010), The Special Educational Needs and Disability Act (SENDA) 2001. The Disability Discrimination Act (DDA) 1995 and the Equality Act 2010.

Duty of the Governing Body

In accordance with the Children and Families Act 2014 arrangements will be made for :

- Supporting pupils with specific medical conditions so that they have full access to education, including school trips and physical education.
- Will ensure that school leaders consult health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are effectively supported

This policy, in conjunction with the Health and Safety policy, sets out how Wybunbury Delves will plan to support children who require medication or medical care.

Responsibilities

It is the responsibility of the school to inform the various people of their roles and responsibilities

They are: -

Parents and Carers with parental responsibility

- Is responsible for ensuring their child is well enough to attend school and participate in learning experiences. This includes class based activities and organised trips and visits.
- Should ensure that the school has up to date contact numbers and arrangements are in place should their child become unwell
- Must provide a written request for the administration of medication or medical care.
- Should provide the Headteacher with sufficient information about their child's medical condition, medication and treatment or special care and will keep this information up to date ([Appendix1](#))
- Will reach agreement with the Headteacher on the role that the school will play in supporting the child's medical needs ([Appendix 2](#))
- Should ensure that, wherever possible, prescribed medication is taken outside of school hours. Advice should be sought from the prescribing doctor or dentist.
- Will confirm their consent to the sharing of information with other staff to ensure the best care is provided for their child
- Should be aware of those infectious diseases that should prevent them from sending their child to school.
- **Parents and Carers should be aware that there is no contractual obligation for any member of staff or the Headteacher to administer medication and that administrative staff must not give prescribed medicines or undertake healthcare procedures without appropriate training. (i.e.FULL FIRST AIDER)**

The Governing Body

- Is responsible for implementing this policy and ensuring that the medical needs of children are correctly planned for, following school policies and procedures
- **Will ensure that all staff are aware of the Health and Safety policy and this policy on Administration of Medication and Medical Care**
 - **A commitment that all relevant staff will be made aware of the child's condition**
 - Cover arrangement in case of staff absence or staff turnover to ensure someone is always available
 - Will ensure that supply teachers are fully briefed
 - Ensure that risk assessments for school visits, residentials, and other school activities outside of normal timetable are completed
 - Arrangements for the monitoring of individual health care plans and are reviewed at least annually keeping the child's best interests in mind and ensuring that school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption
 - Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan (IHP) should be linked to or become part of that statement or EHC plan.
 - **Will ensure that staff training needs are identified and source appropriate training solutions**
 - **Are aware that administering medication is not a contractual duty of the Headteacher or any other member of staff.**
- **APPENDIX 4/5**
- **Will ensure that all staff administering medication have been subjected to enhanced DBS clearance.**

- After discussion with parents, arrangements for children who are competent to manage their own medicines and procedures will be reflected within individual healthcare plans. This **only applies to pupils with an IHP** and does not mean that pupils can bring in their own prescription or non-prescription medication for self-administration.

The Headteacher

- Is responsible for implementing this policy and ensuring that the medical needs of children are correctly planned for, following school policies and procedures
- Will ensure that all staff are aware of the Health and Safety policy and this policy on Administration of Medication and Medical Care
- **A commitment that all relevant staff will be made aware of the child's condition**
- Ensure that sufficient numbers of trained staff are available to deliver against all IHP's including contingency and emergency situations. ([Appendix 4](#))
- Will contact the school nursing service in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse.
- Cover arrangement in case of staff absence or staff turnover to ensure someone is always available
- Will ensure that supply teachers are fully briefed
- Will agree with parents / carers an Individual Healthcare Plan (IHP), detailing the exact nature of the support that the school will provide for the child (reviewed annually AL & school nurse) ([Appendix 1](#))
- Will seek further advice, as required, from the school's medical advisors
- Will identify at least 2 members of staff who will be responsible for administering the medication, ensuring they receive appropriate training and support. These persons will be named in the IHP
- Will ensure that parents/carers are aware of the policy and procedures for supporting children with medical needs

Teachers

- Who work with children with significant or complex medical needs will liaise with appropriate agencies to understand the condition and the extra support the child may require
- Should be aware of the likelihood of an emergency situation arising with the child and know what action to take.
- Will ensure that, in line with their common law duty of care, that they will take all reasonable steps to promote and maintain the health of a child in their care. This may, in exceptional circumstances, extend to taking emergency action.

Support Staff

- Who regularly work with children with significant or complex medical needs will liaise with the class teacher to understand the condition and the extra support the child may require
- Should be aware of the likelihood of an emergency situation arising with the child and know what action to take (this applies to **all** support staff including mid-day assistants).
- Who administer medication and/or medical care must be named in the child's IHP.

Managing Medicines on School Premises Procedures

- 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 16 should be given prescription or non-prescription medicines without their parent's written consent.
- a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children. All medication is readily accessible to pupils at Wybunbury Delves in the supervised medicines cabinet in the school office.
- This is particularly important to consider when outside of school premises eg on school trips.
- a child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school

- school staff may administer a controlled drug to the child for whom it has been prescribed. **Staff administering medicines should do so in accordance with the prescriber's instructions. A record to be kept of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.**
- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

The table below outlines the storage procedures for medication/medical care equipment and the staff responsible.

Type of Medication	Location	Responsibility
First Aid Supplies	First Aid trolley by double doors leading to playground. First Aid boxes also located in Reception, School Office/storeroom, Preschool	First Aiders
Non-Emergency Medication (Inhalers,etc)	Securely held in specific classrooms and in the Medicines Cabinet in the School Office	Class teacher and Teaching Assistant First Aiders
Emergency Medication (epipen , allergy etc)	Medicines Cabinet School Office - NAMED CONTAINER RECEPTION CLASS-NAMED CONTAINER	Headteacher and named staff Supervisor and named staff
Short-term prescription and non-prescription medication	Not stored in school - unless informed of exceptional circumstances and accompanied by a GP or practitioner note; Then stored in Medicines Cabinet in School Office.	

Short Term Healthcare Needs

- Where children are well enough to attend school but require prescribed medication (e.g. to complete a course of antibiotics) parents should consult the prescribing doctor or dentist to ascertain whether the medication can be taken outside of school hours.
- Where this is not possible, parents must make arrangements to attend the school and undertake the administration of medication themselves (or by a notified adult representative).
- In exception circumstances, if this is not possible for a notified to administer the medication, the parent must complete a 'Request to Give Medication' form, (Appendix 5) and the request will be considered. The medication will be stored safely in the medicines cabinet in the office – school do not have the facility for storing refrigerated medication securely. Office Staff will **only** administer this type of medication.

Long Term Healthcare Needs

- The school will endeavour to ensure that all relevant information regarding children's medical needs is collected on enrolment and as circumstances change
- For children with long term medical needs the school will draw up an individual healthcare plan in conjunction with parents/carers and health care professionals. This will detail procedures for administering prescribed medication and emergency procedures (Appendices 1 & 2)
- The school will emphasise the need for parents/carers to share information with staff, particularly relating to changes in the medical needs or care requirements of the child.

Non-prescribed Medication

- Parents/carers are requested **not to allow** children to bring non-prescribed medication into school unless the headteacher is informed of exceptional circumstances supported by a GP or practitioner note and an IHP is agreed.
- The school recommends that if a child suffers intermittently from acute pain or conditions such as hay fever that parents/carers consult their GP

Self Management

- Wybunbury Delves consider that it is good practice to support children to manage their own medication and medical needs. If a child is able to administer their own medication or medical care, the named member of staff will supervise this.
- Where parents/carers would like their child to carry and store their own medicine/equipment, this must be agreed with the Headteacher who will take into account the child's age and level of personal responsibility.

- All staff directly involved with the child will be made aware of the medical condition and relevant emergency procedures.
- Staff involved in sporting activities will also be made aware of relevant medical conditions and appropriate procedures, including access to medication before and during physical activity. Any restrictions to a child's ability to participate will be recorded on their IHP.

Intimate or Invasive treatments

The school will be advised by the LA in this matter.

- Some staff are understandably reluctant to administer intimate or invasive treatment because of personal feelings, the nature of the treatment or concerns about accusations of abuse. Parents/carers and the Headteacher will respect such concerns and should not put pressure on any member of staff to assist treatment.
- The school has a health advisor and school paediatrician, which we may choose to approach for further advice on treatments.
- The Headteacher and Governing Body will work together to ensure all staff receive training from appropriate health professionals.
- The setting will arrange for 2 adults to be present during the administration of intimate or invasive treatments.
- Staff will endeavour to protect the privacy and dignity of the child during treatment, even in emergencies.

Hygiene and Infection Control

- All staff are familiar with normal procedures for avoiding infection and must follow basic hygiene procedures at all times. Staff have access to protective clothing and ensure that all equipment, dressings and spillages of bodily fluid are disposed of correctly.

Special Arrangements for Children with Medical Needs

- All children should participate in trips and managed activities, wherever possible.
- Special arrangements for the medical needs of children will be considered as part of the risk assessment process.
- Arrangements for supporting the medical needs of children on outside trips and visits may involve additional staff being advised of the condition and relevant emergency procedures.
- Staff concerns about the ability to provide for the child's medical needs on a visit will be discussed with the parent/carer and Headteacher. Further advice may be sought from the school's health service and the child's GP (in accordance with DfE guidance on planning educational visits)

Record Keeping

- Records set out how medicines and medical care are managed, recorded and administered. This establishes a clear audit trail.
- Parents/carers must supply information about the medication or medical care that may be required during the school day and notify the school of any changes to the prescription or medical care.
- The school will ensure that standard proformas are used for clarity and consistency.
- The school is legally required to keep a record of medication given to children in the case of IHP records. Parents should sign to acknowledge the record entry.
- The school will ensure that information regarding medication and medical needs is transferred to any receiving school and brought to the attention of the appropriate person. Parents/carers should still ensure that they take responsibility for informing any receiving school of relevant medical information

Storage of Medication

- The school will not store large quantities of medication or medical care equipment, nor will we accept medicines that have been relabelled or repackaged. With the exception of medicines such as asthma inhalers that need to be readily available, the school will ensure that all medicines are stored safely. The children will be advised where their medication is located.
- The Headteacher has named Mrs A. Lawlor (First Aid co-ordinator) as responsible for ensuring all medication is correctly stored.
- Parents/carers should ensure that all medication / medical care equipment is supplied in an appropriate container (with a spoon or dropper if required) and should be clearly labelled with
 - The child's name
 - The name of the medication and dosage instructions
 - The frequency of administration
 - The date of issue
- All medicines will be returned to the parent/carer, when no longer required, to arrange for safe disposal. It is the responsibility of the parent/carer to ensure that medication supplied to the school does not exceed its expiry date.

Access to Medication

- The school will ensure that pupils have access to their medication or medical care equipment when required and that it is only accessible to those for whom has been prescribed. The school may also make special arrangements for emergency medication that it keeps for certain children.

Refusing Medication

- Staff will never force a child to take medication or to submit to a medical care procedure against their will. Any refusal will be noted in the records and the agreed procedure followed. These procedures will be written into the child's IHP.
- Parents/carers will be informed of any refusal as soon as is reasonably practicable, on the same day.
- If a refusal to take medication should result in a medical emergency, staff will follow the schools emergency procedures

Safety Management

- All medication is potentially harmful if it is taken by anyone for whom it has not been prescribed. The school has a duty to ensure that any risk to the health and safety of others is properly controlled in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations (2002).

Emergency Procedures

- Staff will not take children to hospital in their own car but will call an ambulance. A member of staff will accompany any child taken to hospital and will stay until a parent/carer arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- IHPs should include instructions on how to manage the child in an emergency and identify the person who has responsibility for the child in an emergency situation.

Staff Training

- Where an IHP reveals the need for staff training, the Headteacher and Governing Body will arrange this on a case-by-case basis via the schools health advisor/paediatrician.

Confidentiality

- All medical information held by the school is subject to our policies on data protection and confidentiality, in accordance with the Data Protection Act 1998. It will be agreed between the Headteacher and parent/carer who else should have access to the records and information.

Photo

Appendix 1 individual healthcare plan

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Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2 parental agreement for setting to administer medicine

Children on an Individual Health Care Plan (IHCP) Only

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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.

Signature(s) _____

Date _____

Appendix 3 record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 3 Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 4 staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



REQUEST FOR THE SCHOOL TO GIVE MEDICATION (Short Term Healthcare Needs)

This form is only to be used in exceptional circumstances

Dear Headteacher,

Child's Name..... Date of birth Year

I request that my child named above be given the medicine(s) outline below while at school. I understand the school policy is NOT to administer short term medication but request that this is an exceptional circumstance and would like school to give consideration to this medication request because

.....
.....

Medical condition or illness

Name/type of Medicine (as described on container)

Expiry date..... **Duration of course**.....

Dosage and method **Time(s) to be given**.....

Other instructions

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

SignedPrint Name (Parent/Guardian)

Daytime telephone number

Address

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine **MUST be agreed** by the Headteacher / Senior teacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service
5. Parent to note that **antibiotics will not be refrigerated**; medicines will be stored with a cool block in the medicines cabinet in the school office

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
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. put a completed copy of this form by the phone