

ST GABRIEL'S SCHOOL

MANAGING MEDICINE & MEDICAL NEEDS POLICY

INTRODUCTION

From time to time a child who is well enough to attend school and take part in normal activities may have medical needs. A clear policy on the safe administration and management of prescribed medicines will help children enjoy, achieve, and make a positive contribution to their school life.

A child's medical needs can be:

- **Short-term** - requiring a course of prescribed medicine, such as antibiotics.
- **Long-term** - requiring prescribed medicines or treatment to keep them well, such as epilepsy or diabetes.
- **Circumstantial** - requiring urgent medical treatment, such as, an adrenaline injection for severe allergies, or an inhaler for an asthma attack.

AIMS

The aims of this policy is to:

- Provide clear definitions of roles & responsibilities of staff, pupils & parents/carers.
- Provide clear procedures for the management and administration of prescription medicines.
- Help staff identify the necessary safety measures to support children with medical needs and ensure they, and others, are not put at risk.
- Ensure health and safety, and safeguarding measures are in place, to protect pupils and staff on and off school premises.
- Provide clear procedures for record keeping and sharing of information.

LEGAL FRAMEWORK & GUIDANCE

This policy has been developed with guidance from the sources listed below, and in consultation with the Governing body, the Headteacher, the School's health service, staff and parents:

- **The Medicines Act 1968** - specifies the way medicines are prescribed, supplied and administered. A medicine may only be administered to the person for whom it has been prescribed, labelled and supplied; and that no-one other than the prescriber may vary the dose and directions for administration. Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescriber's instructions.
- **Misuse of Drugs Act (1971)** – the act controls the supply, possession and administration of some medicines. Controlled drugs such as Ritalin for children diagnosed with Attention Deficit Hyperactivity Disorder can be administered in schools.
- **Health and Safety at Work etc Act 1974** - places responsibility with the Governing Body of St Gabriel's School for the health and safety of pupils in their care.
- **SEN and Disability Act (SENDA) 2001** - it is unlawful for schools to discriminate against disabled pupils. As this might include children with medical needs, the Governing Body is required to consider what arrangements can reasonably be made to support those children registered at the School.
- **DfES/Department of Health - Managing Medicines in Schools and Early Years Setting (March 2005)** – forms the main body of this policy.
- **The Statutory Framework for Early Years Foundation Stage (May 2008)** – to ensure the School properly adheres to Section 3 - Welfare Requirements of children under 5. "The provider must promote the good health of the children.....and take appropriate action when they are ill".
- **Duty of Care** - While there is no legal obligation or contractual agreement for staff to administer medicine or treatment to children with medical needs, school staff and anyone in charge of children have a common law 'duty of care' to act like any reasonable and responsible parent. The duty of care also extends to administering medicine, treatment and/or taking action in an emergency.

The office staff have accepted responsibility for administering medicines, and teaching and non-teaching staff have accepted responsibility for the care of children with medical needs in their class.

The following School policies, located in the lobby, overlap with this policy.

- Health & Safety Policy
- First Aid Policy
- Drugs Policy
- Disability Equality Scheme
- Trips & Visits Policy
- SEN Policy

POLICY REVIEW

This policy is subject to an annual review, or as advised by the Department of Health, and changes in legislation.

ROLES & RESPONSIBILITIES

The Governing body of St Gabriel's School is responsible for:

- Supporting the school in developing the medicine policy through proper consultation with the Headteacher, staff, parents, and other health professionals.
- Ensuring the health & safety, and medical needs of children registered at the School are met, and their education is not restricted.
- Ensuring staff receive proper training, based on the individual medical needs of the child.

The Headteacher is responsible for:

- Implementing the policy, and ensuring that staff receive proper training and support where necessary.
- Ensuring that staff and parents are aware of the policy, and systems in place for record keeping and information sharing.
- Implementing procedures for the safe administration and management of medicine to individual children.
- Implementing proper safeguarding and emergency procedures.

Staff are responsible for:

- Using their best endeavours at all times, particularly in an emergency to provide care, support, and safely administer medicine or treatment to children with medical needs.
- Ensuring they are informed of the exact nature of the child's condition, so that appropriate action may be taken in case of an emergency.
- Ensuring those who have designated responsibility for administering prescribed medicines or treatment have received appropriate training and guidance.

Parents and Carers are responsible for:

- Ensuring that only those with parental responsibility for the child agree to or request medicines are administered to their child. This will normally be the parent with whom the School has day-to-day contact.
- Providing the Headteacher, Office Staff, Class Teacher, and School Nurse with sufficient information about their child's medical needs if treatment or special care is needed. Parents should obtain relevant information from their child's GP.

- Reaching an agreement on the School's role in supporting their child's needs.
- Completing the necessary medical consent forms.
- Adhering to the relevant sections of the School's Medicine and Medical Needs Policy.

STAFF TRAINING

- Some staff may be naturally concerned for the health and safety of a child with a medical condition. Staff caring for children with medical needs in their class should be informed about the nature of the condition, and whether the child may have complex health needs that require more support than regular medicine.
- Staff responsible for administering prescription medicine will be trained for the specific needs of that child in consultation with the parents or carers, and other medical professional bodies.
- If the administration of prescription medicine requires technical or medical knowledge then individual training must be provided for staff by the School's health service. The training must be specific to the individual child concerned.

SHORT-TERM MEDICAL NEEDS

- Many children will need to take medicines during the school day, usually for a short period only, such as to finish a course of antibiotics, or to apply a lotion or eye drops.
- The School allows the administering of short-term medicine to minimise the time the child is absent from school, and where it would be detrimental to a child's health if it were not administered. Please refer to sections **Prescribed Medicines**, and **Administering Medicines**.

LONG-TERM MEDICAL NEEDS

- The School needs to know about particular needs before a child is admitted in school, or when a child first develops a medical need. There should be sufficient information about the medical condition of any child, so as not to impact on the child's learning, equal opportunities, and health & safety aspects of school life.
- Parents should inform the Headteacher, Class Teacher, and Office Staff of any long-term medical history in order for the school to take the necessary steps to safeguard the health and safety of the child, such as drawing up an individual Health Care Plan.
- Some medicines or treatment may also affect the child's learning, and cause disruption to their education through physical or psychological effects, that serious or chronic illness, or disability, may have on a child and their family. The School's Learning Mentor plays a supportive role for children with medical conditions and their families, and offers therapeutic resources, such as art therapy, and counselling sessions.

HEALTH CARE PLAN

- The main purpose of an individual health care plan for a child with medical needs is to identify the level of support needed.
- During the admission process, the Senior Administrator will inform the Headteacher and staff concerned, of any medical or health condition that will affect the child's school life, and whether a Health Care Plan is required.
- The health care plan should be developed in conjunction with parents, the School's health service, and the child's GP, and should be reviewed once a year.
- Health care plans are kept on file in the office. Copies are kept in medical registers and given to staff concerned. **Please refer to Health Care Plan, Form 3 for an example.**

MEDICAL CONDITIONS; ASTHMA & INHALERS, EPILEPSY, DIABETES, ANAPHALAXIS & EPI-PENS

- The School works closely with the school nurse who organises staff training workshops and advisory sessions on children's medical conditions.
- The School's health service has also assisted in devising the Health Care Plan Form.

PRESCRIBED MEDICINES

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The School will **only** accept medicine that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- The School will **not** accept medicine that has been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.
- Medicine will be administered to the individual child it has been prescribed for.
- The School will only administer 1 dose during school hours if medicine is prescribed 4 times a day.
- If clinically appropriate parents are encouraged to ask the prescriber for dose frequencies to be taken outside school hours. Medicines that need to be taken 3 times a day, for example, could be taken in the morning, after school hours and at bedtime.
- Parents wishing to administer medicine to their child during school hours should do so before the lunchtime session begins at 12.15pm, or when it ends at 1.30pm. Staff cannot leave the office unattended to go and look for children during lunchtime.

NON-PRESCRIBED MEDICINES

- Staff should **never** give a non-prescribed medicine to a child. If a child suffers from frequent or acute pain, staff should contact the parent, and encourage them to take the child to their GP.
- Parents should **not** send their children to school with non-prescribed medicines. These medicines should be given out of school hours.
- The School does not administer the following non-prescribed medicine:
pain & temperature relief syrup or tablets, cough syrup, lozenges or sweets, muscle rubs or sprays, cold & flu remedies, mouth & teething gels, lip balms, vitamins, sun cream, homeopathic medicine.
- The School will supervise or administer **hayfever products such as eye drops** as long as the parent signs the School's consent form.

CONTROLLED DRUGS

- Some children may be prescribed controlled drugs as medicine, such as methylphenidate, also known as Ritalin, Metadate, Methylin; prescribed to children with Attention Deficit Hyperactivity Disorder (ADHD).
- Staff administering a controlled drug to a child should do so in accordance with the prescriber's instructions.
- Misuse of a controlled drug, such as passing it to another child for use, is an offence. Please refer to the School's **Drug policy** for guidance.

ADMINISTERING MEDICINES

- **No child under 16 should be given medicines without their parent's written consent.**
- Office Staff are responsible for administering short-term and long-term prescribed medicine to children.
- Supervision is given to older children when using inhalers, applying eye-drops or creams or when taking prescribed medicine.
- When giving medicines to a child, Office Staff should ensure that it is contained in the prescriber's original packaging, with instructions. Check manufacturer's instructions when using adrenaline pens.
The prescribed label should include the following details:
 - a) **The child's name**
 - b) **The name of the medicine**
 - c) **Directions for use**
 - d) **The date prescribed**
 - e) **The expiry date**
- Another member of staff must witness when medicine is given to a child, this must then be recorded in the log book. **Please see section on Information & Record Keeping.**

- If you have any doubts or concerns about any procedure, staff should not administer medicines until checks have been made with the parent or health professional before taking further action.

REFUSING MEDICINE

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the record form, or the child's individual Health Care Plan.
- Parents should be informed of the refusal on the same day.
- If a refusal to take medicine results in an emergency, the School will follow the emergency procedures set out in the School's **Health & Safety**, and **First Aid** policies.

SELF-MANAGEMENT

- Where possible, the School should support and encourage children to take responsibility to manage their own medicines.
- As children develop at different rates, so the ability to take responsibility for their own medicine varies, and the School should bear this in mind when this transition is made. There may be circumstances when it is not appropriate for a child of any age to self-manage.
- Children who self-administer prescribed medicine will do so under the supervision of the Office Staff. This includes using their inhaler, applying eye drops or creams.
- **Under no circumstances should parents allow a child to carry and self-administer medicine.** The parent will be immediately informed if their child is found carrying any medicine, and will be kept in the School Office until the parent has completed a **Parental Consent for School to Administer Medicine (Form 1)**.

EDUCATIONAL VISITS

- The School encourages children with medical needs to participate in safely managed trips and visits, and takes into account any risk associated with the activity by carrying out a risk assessment prior to the event. **Please refer to the School's Trips & Visits Policy.**
- The School also takes additional safety measures and requests, where possible, for the parent of the child to supervise or accompany the Class on any trips or activities.
- Staff taking children off site should always be aware of any medical needs, and relevant emergency procedures. A copy of the child's Health Care Plan, medical registers containing asthma pumps, medicines, and a contact list should be taken on visits in case of an emergency. These are kept in the office drawer clearly marked by class.
- Any member of staff concerned about whether they can provide for the child's safety should seek advice from the Headteacher, parents or health professional.

SPORTING ACTIVITIES

- The School encourages children with medical needs to participate in physical activities and extra-curricular sport appropriate to their own abilities. The School believes that this can benefit the child's overall social, mental and physical health and well-being.
- Any restriction on a child's ability to participate in PE will be recorded in their Health Care Plan.
- Some children may need to take precautionary measures before or during exercise, and will require immediate access to their medicine or asthma inhalers. Children's inhalers are accessible from the School Office during the school day.
- External staff carrying out activity sessions in the School should be informed of children with any medical needs and what emergency procedures are in place in case of emergency. A copy of the School's **Safeguarding Children - Supply Staff and Volunteers** leaflet is given to staff new to the School.

STORING & ACCESS TO MEDICINES

- The School requires Office Staff to store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored in accordance with product instructions, and in the original container. If a child requires two or more prescribed medicines, each should be in a separate container.
- Parents or staff should never transfer medicines from their original containers.
- Medicines stored in the refrigerator are kept in their original container and clearly labelled. The refrigerator is kept in the Office and access is restricted to Office Staff only.
- Children are shown where their medicines are stored, and who is responsible for the medicines. All emergency medicines, such as asthma inhalers and adrenaline pens are easily accessible to children and staff.
- **The office keeps all inhalers and adrenaline pens in the bottom drawer of the last filing cabinet, which is kept unlocked during the school day.** Children have access to their inhalers, and are supervised at all times. All non-emergency medicines are kept in the safe, not accessible to children.

DISPOSAL OF MEDICINES

- Staff should not dispose of medicines.
- Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal.
- If parents do not collect medicines held at the end of each term, they should be taken to the local pharmacy for safe disposal.

HYGEINE & INFECTION CONTROL

- Staff should be aware of normal precautions for avoiding infection and follow basic hygiene procedures.
- Staff have access to protective disposable gloves when dealing with spillages of blood and other bodily fluids, and disposing of dressings or equipment.
- In consultation with the School Nurse, cross- contamination and infection has been risk assessed as low in the School. The School has 2 clearly labelled clinical waste bins in each block for the safe disposal of waste.

EMERGENCY PROCEDURES

- Please refer to the School's **Health & Safety policy** for arrangements for dealing with emergency situations, and the School's **First Aid policy - Accident Reporting**.
- A member of Staff will accompany a child taken to hospital until the parent arrives.
- Staff should check individual health care plans as to how to manage a child in an emergency.

SAFETY MANAGEMENT

- All medicines may be harmful to anyone for whom they are not prescribed.
- Care should be taken at all times when administering medicine to a child, and that the risks to the health of others are properly controlled.
- Medicines are only administered by staff who have accepted responsibility for the care of children with medical needs.
- Medicines & Asthma Inhalers must be clearly labelled and kept in the original container.
- A child is experiencing an asthma attack for the first time, must not use another child's asthma inhaler. Instead, immediate first aid will be given to the child, and the parent will be contacted.
- Children may need to use their inhalers right up to the end of the school day. Staff should **not** remove inhalers from the office to prepare in advance for a trip, until after-school clubs have finished.
- Head injuries are closely monitored. Parents will be contacted immediately should their child suffer a head injury. All head injuries are recorded in the accident book kept in the Office, and a medical slip recording the incident is completed.

INFORMATION & RECORD KEEPING

- Parents must inform the School about the medicines their child needs to take and provide details of any changes to the prescription or support required. Staff should ensure that this information is the same as provided by the prescriber.
- When a parent informs the office that their child needs a dose of prescribed medicine during the school day, the parent will be required to complete and sign a **Parental Consent for School to Administer Medicines (Form 1)**. If more than one medicine is to be given, a separate form should be completed for each one.
- After administering medicine to a child, or after a child self-administers, a record is made in the School's **Record of Medicines Administered (Form 2)**.
- A pupil's **Health Care Plan (Form 3)**, will be updated of any changes to medicines or treatment given, and will be reviewed annually in conjunction with the parent and health professionals.

SHARING INFORMATION/CONFIDENTIALITY

- The Headteacher and Staff should always treat medical information as confidential.
- The Headteacher decides who should have access to medical files and registers concerning a child. All medical files, registers and medicines will remain in the School Office, managed and supervised by the Senior Administrator and Administrative Officer.

APPENDICES

Form 1 – Parental Consent for School to Administer Medicines

Form 2 – Record of Medicine Administered

Form 3 – Pupil Health Care Plan

The Policies Committee approved this policy on:
Summer 2016

Next Review Date: Summer 2018

RECORD OF MEDICINE ADMINISTERED TO A PUPIL – (FORM 2)

CHILD'S NAME:

CLASS:

DATE MEDICINE PROVIDED
BY PARENT:

NAME & STRENGTH OF MEDICINE:

DOSE/QUANTITY TO BE GIVEN:

FREQUENCY OF MEDICINE:

EXPIRY DATE:

QUANTITY RETURNED:

STAFF SIGNATURE:

PARENT SIGNATURE:

DATE:

TIME GIVEN:

DOSE/QUANTITY GIVEN:

STAFF NAME:

DATE:

TIME GIVEN:

DOSE/QUANTITY GIVEN:

STAFF NAME:

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DOSE/QUANTITY GIVEN: _____
STAFF NAME: _____

DATE: _____

TIME GIVEN: _____

DOSE/QUNATITY GIVEN: _____

STAFF NAME: _____

PUPIL HEALTH CARE PLAN – (FORM 3)

CHILD’S NAME: _____

CLASS: _____

DATE OF BIRTH: _____

CHILD’S ADDRESS: _____

MEDICAL DIAGNOSIS/
CONDITION: _____

DATE: _____

REVIEW DATE: _____

MEDICAL NEEDS

DESCRIBE MEDICAL NEEDS/SYMPTOMS:

DAILY CARE REQUIREMENTS:

DESCRIBE WHAT CONSTITUTES AN EMERGENCY FOR THE CHILD, AND WHAT ACTION SHOULD BE TAKEN IF THIS OCCURS:

WHO IS RESPONSIBLE IN AN EMERGENCY ON SITE & OFF SITE:

FOLLOW UP CARE:

CONTACT INFORMATION

GP:

HOSPITAL CONTACT:

Name: _____

Phone No. _____

Phone No. _____

FAMILY CONTACT 1:

FAMILY CONTACT 2:

Name:

Name:

Phone No. (mobile) _____

Phone No. (mobile) _____

(home) _____

(home) _____

PARENTAL AGREEMENT

I agree that I have consulted with St Gabriel’s School throughout the preparation of my child’s health care plan, and I am happy with the emergency procedures set out. I also agree to notify the School Office in writing of any changes in my child’s medical condition that may alter or affect the contents of the health care plan.

Signed by the Parent/Carer:

Dated:
