

Hackbridge Primary School

Administration of Medicines Policy



INTRODUCTION

Under Part 4 of the Disability and Discrimination Act (DDA) 1995 and the Special Educational Needs and Disability Act 2001, responsible bodies for schools, including the Nursery, must not discriminate against disabled pupils in relation to their access to education and associated services including all aspects of school life including school trips and school clubs and activities.

Hackbridge Primary will endeavour to adhere to the Act through the implementation of our Medicines Policy that aims to:

- Avoid disability discrimination
- Ensure all children are included
- Enable regular attendance.

As a school we have a duty of care to all our children. Teachers and other staff in charge of children have a common law duty to act as any reasonable parent would to ensure that children are healthy and safe on school premises. This might in exceptional circumstances, extend to administering medicines and/or taking action in an emergency.

1. Legal Position

1.1 The Governing Body has a responsibility to ensure that we have a school policy for medicines in place, that all staff know about this and that necessary training has taken place.

1.2 There is no legal duty that requires school staff to administer medication unless this has been written into the terms and conditions of service. There is however a common law duty of care placed on school staff.

2. Administering Medicine

2.1 As no school staff has the administration of medicines written into their contracts, staff giving medication of any kind would be doing so voluntarily and would be supported by the school with training. All volunteers will be indemnified by the Council's Liability Insurance for any claims made against them provided that they have received training, taken any necessary refresher training, followed the Health Care Plan and used appropriate protective equipment.

2.2 Before medication can be administered an Individual Health Care Plan should normally be drawn up with written permission from the parents/carers and instructions for administering the medication/s to be held in school. However, not all children with medical needs will have a IHCP.

2.3 No medicine will be administered unless prescribed by a Doctor or with a letter from the Doctor stating that an over-the-counter medication is routinely required.

2.4 The Headteacher is responsible for deciding whether the school can assist a pupil who needs medication.

2.5 Parents/carers are responsible for their child/children's medication.

2.6 Parents/carers will need to complete a form giving the school basic information. A copy of this form is available in the School Office and is kept in the medicine book which is kept in the School Office.

2.7 Children who have medical needs i.e. Severe Asthma, Epilepsy, Diabetics, Anaphylaxis, ADHD (if medication in school) will need to have a completed Individual Health Care Plan. These may be obtained from the School Office. Copies of the pupil Medical Alerts are located in the School Office, Staffroom and Medical rooms and shared with all appropriate staff.

2.8 We do not normally administer medicines such as antibiotics. The parent/carer may come in to administer the dose themselves, although a dose in the morning followed by a dose as soon as they return from school meets medical requirements. In rare circumstances, where the parent or their nominated representative cannot attend the school to deliver a 4-dose-a-day antibiotic prescription and the child is well enough to be in school, a member of the Senior Leadership Team or the Assistant Manager for SEND & Inclusion may agree to administer this (the relevant forms giving parental permission must be completed).

2.9 Any medicines should be brought into school by the parent/carer and not the child. The parent/carer should also provide clear, written instructions.

2.10 Records should be kept to record when medicine is administered. These forms are available from the School Office and are in the Medical Book. All completed forms are kept in the School Office.

2.11 Medicines/sickness tablets on school journeys – a permission note must be signed by the parent/carer.

2.12 Supply teachers are not to administer personal medications.

2.13 Asthma inhalers and adrenaline auto-injector pens will be stored in the First Aid bags in the classrooms and be readily available. In the case of adrenaline auto-injector pens, a second prescribed pen should be kept in the School Office.

2.14 Other prescription medication, **where agreement has been made by the Headteacher to administer**, must be handed in at the School Office for safekeeping by the parent or carer.

3. Storage of Medicine

3.1 It is the responsibility of the Headteacher to ensure medicines are stored safely.

3.2 Any medicines we agree to administer in school must be kept in the container provided and this should be clearly labelled with the name of the child and clear instructions for use. Some medicines may need to be kept in the refrigerator. There is currently a medicines refrigerator in the Deputy Headteacher's Office on the Hackbridge Corner site and a refrigerator in the Medical Room on the London Road site for this purpose.

3.3 Storage of controlled drugs, including Concerta (methylphenidate), Ritalin (methylphenidate) or Strattera (atomoxetine) used to treat ADHD, must be kept in a locked cupboard and labelled clearly with the child's name and clear instructions for use. The School Office holds all ADHD medication.

3.4 Medicines, other than asthma inhalers, eczema cream, adrenaline auto-injector pens and other medicine specific to individual health care plans, **MUST NOT** be kept in the classrooms or children's bags.

3.5 Asthma pumps and adrenaline auto-injector pens are kept in the First Aid bag in the child's classroom and must be clearly labelled and checked regularly by the Office staff for expiry date information.

4. Insurance

4.1 Any staff who has administered medication in the course of their employment will be indemnified by the Council's Liability Insurance for any claims made against them, providing that they:

- have received any training relevant to the medication being administered that is thought to be appropriate by health professionals;
- taken any refresher training;
- used any protective equipment provided for that purpose;
- followed the guidance set out in the school, LA and DCSF/Department of Health Guidance Documents;
- acted at all times in accordance with the Individual Health Care Plan which has been devised for the child concerned with the approval of the child's parents/carers;

4.2 Cover under the council's Liability Insurance is subject to the appropriate equipment being used and the necessary agreement/signed consent from the parent/carer of the child.

5. Staff Training

Our first aiders are all qualified and their training is renewed every 3 years.

Where a pupil joins the school with a medical need which staff have not received training in, e.g. the management of Diabetes, then training will be sought from medical professionals for the relevant staff.

6. HEALTH CARE PLANS (IHCP)

6.1 An Individual Healthcare plans must be drawn up for any child with a medical condition that needs management. It should include instructions as to how to manage a child in an emergency and the level of support required. The SENCo and Assistant Manager for SEND & Inclusion will liaise with the School Nursing Service when this is the case and will work with the parents to establish an IHCP.

6.2 Not all children who have medical needs will require an individual plan; it will be determined by severity of need.

6.3 Individual Health Care Plans will be kept in a file in the School Office. The class teacher and the school's First Aiders will be informed of the child's needs and Medical Alerts for those children with Health Care Plans will be displayed in the School Office, Staff Room and Medical Rooms.

6.4 Detailed medication administration sheets will be kept.

7. Children with Specific Medical Needs

7.1 Asthma

- A description of this condition can be found in the Medical Guidance issued by Sutton.
- At Hackbridge Primary School all asthma inhalers are stored in the First Aid bag in the child's classroom. These inhalers should be clearly labelled with the child's name. Children who use these inhalers can do so on their own, although some young children may need help.
- When a child uses their inhaler it should be witnessed and recorded.
- When a class goes out on a school outing, the child(ren)'s inhaler(s) should be taken with them and are the responsibility of a member of staff accompanying the children.
- Class teachers are aware of the pupils in their class who have an inhaler.
- It is the responsibility of the parent/carer to replace out of date or empty inhalers.

7.2 Epilepsy

- A description of this is found in the Medical Guidance issued by Sutton.
- Any medication will be held in the School Office.

7.3 Diabetes

- A description of this is found in the Medical Guidance issued by Sutton.
- Any medication will be held in the Office of the person(s) who have agreed to administer this – see a child's Individual Diabetes Health Care Plan for details (plan drawn up in conjunction with the Diabetes Nurse from the hospital).

7.4 Anaphylaxis

- A description of this is found in the Medical Guidance issued by Sutton.
- The most common allergy affecting children with this condition is nuts. For this reason we do not have nuts in school for staff or pupil packed lunches, cooking activities or celebration events etc.
- An adrenaline auto-injector pen for this condition is kept in the child's classroom and a second adrenaline auto-injector pen will be kept in the School Office where prescribed. Some children may have an over-the-counter medication such as Piriton prescribed for less severe reactions – this will be kept in the School Office.
- All medication should be taken when the child goes off site on a class outing.

7.5 Attention Deficit Hyperactivity Disorder (ADHD)

- A description of this can be found in the Medical Guidance issued by Sutton.
- Various medications are used to treat this condition; Ritalin, Concerta and Strattera being the best known.
- Ritalin is a short acting drug and therefore a further dose usually needs to be taken at lunchtime.
- Medication clearly labelled with the child's name and instructions for labelling is kept in a locked cupboard in the School Office. It is the parent/carer's responsibility to keep this medicine up to date. A record should be kept when a child takes their medication using the school form.

ROLES AND RESPONSIBILITIES

- **Parents** have the prime responsibility for their child's health and must provide the school with information about their child's medical condition.
- The **Headteacher** is responsible for putting the school's policy into practice and for developing detailed procedures as well as ensuring that sufficient numbers of staff are appropriately trained to manage medicines as part of their duties.
- **Staff** are responsible for ensuring that they understand this policy.

Further details on roles/responsibilities, administration of medicines and record keeping are clearly outlined in the attached guidance/procedures and must be adhered to at all times.

MONITORING

This Policy will be reviewed annually or sooner if circumstances change.

This Policy should be read in conjunction with the First Aid Policy and all other relevant policies and guidelines.

Date adopted by FGB: 21st November 2013

This reviewed: May 2020

Next review: May 2021

GUIDANCE/PROCEDURES



ROLES AND RESPONSIBILITIES

Headteacher

The Headteacher is responsible for putting the school's policy into practice and for developing detailed procedures. The Headteacher MUST ensure that staff receive proper support and training where necessary. As the manager of staff, the Headteacher will agree when and how such training takes place. The Headteacher should make sure that all parents and all staff are aware of the policy and procedures for dealing with medical needs.

For a child with medical needs, the Headteacher will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Headteacher will seek advice from the school nurse or doctor, the child's GP or other medical advisers.

The Headteacher decides whether or not the school can assist with the administration of medication or not.

Staff

Anyone caring for children, including teachers and other school staff in charge of children, has a common law duty of care to act like any reasonable prudent parent would to make sure that children are healthy and safe. There is no legal duty that requires school staff to administer medicines.

Any staff giving medication of any kind would be doing so voluntarily and supported by the school with training. All volunteers will be indemnified by the Council's Liability Insurance for any claims made against them provided that they have received training, taken any necessary "Refresher Training," followed the Health Care Plan (if in place) and used appropriate protective equipment.

We will ensure that sufficient members of staff are appropriately trained to manage medicines as part of their duties. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips or after school activities.

The Headteacher and staff will always treat medical information confidentially. The Headteacher will agree with the parent who else should have access to records and other information about a child. If information is withheld from staff they will not generally be held responsible if they act incorrectly in giving medical assistance, but otherwise in good faith. Should a parent insist in complete confidentiality then the school will not agree to administer medication of any kind and the responsibility for administering the medication will be the parents.

Parents

Parents have the prime responsibility for their child's health and must provide the school with information about their child's medical condition. The school will require verification from the child's GP or another medical practitioner.

The parent will be expected to contribute to their child's Health Care Plan. This requires a passport photograph of the child, which will be the parent's responsibility to provide and keep updated.

Where the Headteacher has given permission for medication to be administered, it is the parent's responsibility to provide the school with the child's medicine. The parent must hand all medication to

one of the named members of staff on the child's Health Care Plan or a member of the SLT or School Office staff.

Staff Training

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. All such staff will be required to complete the Staff Agreement to administer medicine indicating their willingness to act as a volunteer and be trained. This will be kept in their personal file.

The school will ensure that there are sufficient members of staff who are appropriately trained to manage medicines as part of their duties. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals. The Headteacher will ensure that there are appropriate systems for sharing information about children's medical needs.

The Headteacher will be responsible for making sure that staff have appropriate training to support children with medical needs and will arrange training appropriate to the needs of the school in conjunction with the School Nursing Service.

The Headteacher will satisfy her that the training provided has given staff sufficient understanding, confidence and expertise and those arrangements are in place to up-date training (including refresher training) on a regular basis.

The Office Manager (who is lead first aider) will maintain a register of staff members who are trained to administer medication.

Health Care Plans

Health Care Plans must be drawn up for any child with a medical condition that needs management. It should include instructions as to how to manage a child in an emergency.

The main purpose of an Individual Health Care Plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan. In some cases, a short written agreement with parents may be all that is necessary to administer medicine.

An Individual Health Care Plan clarifies for staff, parents, and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician. Staff should agree with parents how often they should jointly review the plan. The Health Care Plan should be reviewed at the beginning of each academic year as a minimum, or more frequently, depending on the nature of the child's particular needs.

ADMINISTERING MEDICINES

Storage

Parents will be responsible for obtaining their child's medicine(s) and ensuring these are up to date. Medication must not be brought into school by the child. The parent must hand all medication to a member of the Office staff or SLT. Medicines should be in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Large volumes of medicines should not be stored i.e. sufficient for one term only. Staff should only store, supervise and administer medicine that has been prescribed for an individual child.

Although children need to have immediate access to their medicines when required, for safety reasons they are not allowed to keep them on their person. They should, however, know where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline auto-injector pens, will be readily available in the classroom to children and will not be locked away. Inhalers should always be available during physical education, sports activities and educational visits.

The adrenaline auto-injector pens (Epipen or Jext) (used for children with acute or severe allergic reactions to certain food or substances) should be in the original dispensing packaging with the child's name clearly printed and instructions for use inside. Any child requiring an adrenaline auto-injector pen must have two held in school, one in the School Office and one in the classroom out of reach.

Class A drugs (e.g. Ritalin) will be kept in a locked cupboard in the School Office.

Disposal

Staff will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.

Record Keeping

A record will be kept of all the drugs and medicines administered at school. Once a child has received their medication by the designated staff it should be recorded on the Record of medicines administered to an individual child. This record is kept in the School Office by the Office Manager.

If a child refuses to take their medication, staff should not force them to do so, but should note this in the records and the parent should be immediately informed. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Emergency Procedure

Trained first aiders are responsible for carrying out emergency procedures in the event of a need. Staff will follow the procedure as laid down in the school's First Aid Policy and Health & Safety Policy and Emergency Management Plan. All staff should know how to call the emergency services.

If an emergency occurs and a child needs to be transported to hospital then, in the absence of the parent, a member of teaching staff must accompany the child in the ambulance and stay until the parent arrives. Staff should never take children to hospital in their own car; it is safer to call an ambulance. Healthcare professionals are responsible for any decisions on medical treatment when parents are not available.

The Individual Health Care Plan should include instructions on how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Educational Visits

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional teacher, parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising outings should always be aware of any medical needs and relevant emergency procedures – a first aid kit will be provided for every class to take with them on educational visits. A copy of any Health Care Plans should also be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the School Nursing Service or the child's GP.

Sporting Activities

Most children with medical conditions can participate in physical activities and sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE should be recorded in their Individual Health Care Plan on the advice of a medical practitioner. Where a child has a specific condition that could result in an emergency whilst in school, a specific Risk Assessment will be carried out for the individual pupil.

All adults should be aware of issues of privacy and dignity for children with particular needs.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures as laid down in the First Aid Policy and Health and Safety Policy.

Staff will have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Applicable Forms

Staff Agreement to Administer Medicine

Parental Agreement to Administer Medicine

Headteacher Agreement to Administer Medicine

Record of Medicines Administered to an Individual Child

Individual Healthcare Plan (IHCP)

Contacting Emergency Services

All relevant medical forms are as attached to the Supporting Pupils with Medical Conditions Policy.