

Torfield and Saxon Mount Academy Trust



Federation Administration of Medicines Policy

October2016

Federation of Torfield and Saxon Mount Schools

Policy on the administration of medicines

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1. INTRODUCTION

This document details the Administration of Medicines Policy of the Torfield and Saxon Mount Federation of schools and is intended to supplement the East Sussex Policy on the Administration of Medication. Torfield and Saxon Mount are special schools and each of the pupils has a range of special educational needs. The Governing Body will regularly review the Administration of Medicines Policy and its implementation within the school, and will report to parents / carers as required. The Executive Headteacher is responsible for ensuring the day to day implementation of this policy in conjunction with the East Sussex Policy of Administration of Medication and reporting to the Governors on its effectiveness.

2. RANGE OF SPECIAL EDUCATIONAL NEEDS THE SCHOOL PROVIDES FOR

The schools provide for pupils aged 4 to 16 with Autism, Communication and associated learning difficulties. Pupils may have additional medical, physical, sensory, communication, and / or emotional disabilities. All pupils have a Statement of Special Educational Needs or EHC plans. It is possible that some of the pupils in the school may have medical needs that require daily medication and support.

3 GENERAL

Most pupils will at some time have a medical condition that may affect their participation in school activities. This is most likely to be short term (e.g. completion of a course of antibiotics). However, a minority number of pupils have medical conditions which, if not correctly managed, could limit their access to education. Children with medical conditions are expected to be able to attend Torfield and Saxon Mount Schools regularly and, with support from the school staff, to take part in as full a range of school activities as possible. Close supervision by staff may be needed in some activities to ensure that these pupils and others are not put at risk.

Parents / carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition. The parent / carer should obtain additional details from their child's General Practitioner (GP) or Paediatrician when needed.

Medicines Consent Form

Parents / Carers are required to complete a Medicines Consent Form (see the copy appended to this policy document), for each medication that is required to be given to their child at school, or which may be required to be given.

In the case of the parent / carer giving verbal instructions to a member of the school staff re the administration of a medication (ie; by phone), that member of staff will complete the Medicines Consent Form as far as they can, and record the parent / carer's request for the medication to be given, and send the form home for the parent / carer to countersign.

Non-Prescription Medication

School staff should not normally give a non-prescribed medicine to a pupil unless there is specific request from the parents, with permission obtained in advance.

In the case of the parent / carer giving verbal instructions to a member of the school staff re the administration of a non-prescription medication (ie; by phone), that member of staff will complete the Medication Book, and record the parent / carer's request for the medication to be given, in the event that there appears a more regular need for the administering of non-prescription medication then a Medication Consent Form will be sent home for the parent / carer to countersign and to return with a supply of the recommended non-prescription medication..

Short Term Medical Needs

Many pupils may need to take medication during the school day at some time during their time in school (e.g. to finish a course of antibiotics or to apply a lotion). To allow pupils to do this will minimise the time they need to be absent. However, medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. Ideally, the medication could be prescribed in dose frequencies which enables it to be taken outside the school day, i.e. three times per day (breakfast, teatime, and bedtime).

Prescribed Medicines

Where medicines have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber, they should always be provided in the original container and include the prescribed instructions for administration.

If there is any question / query whatsoever about the medication or its administration, the school staff **must** speak to the parent / carer and gain their clear instructions before proceeding. Where these instructions are given verbally (ie; by phone), a written record of the instructions must be made, using the school's Medicines Consent Form, and that form must then be sent home for the parent / carer to sign.

Where there are no written instructions and an instruction re a medication is passed onto the school staff by a vehicle escort (for example), the school staff **must** speak to the parent / carer and gain their clear instructions before agreeing to give the medication, and a written record of them should be made, using the school's Medicines Consent Form, and that form must then be sent home for the parent / carer to sign.

It would be beneficial, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken out of school hours, and parents / carers should be encouraged to requesting this from their GP.

The Medicines Standard of the National Service Framework for children recommends that a range of options are considered including:

- GPs / dentists considering the use of medicines which only need to be administered once or twice per day (where appropriate) for children and young people so that they can be taken outside school hours.
- GPs / dentists to consider providing two prescriptions, where appropriate and practicable, for a child's medicines: one for home and one for use in the school, avoiding the need for repackaging or re-labelling of medicines by parents.

Controlled Drugs

Any nominated member of teaching or support staff may administer a controlled drug to a pupil for whom it has been prescribed. The prescribed instructions must be followed.

The school will take responsibility for looking after a controlled drug, where it is agreed that it will be administered to the child to whom it has been prescribed.

Controlled drugs must be kept in a locked non-portable container and only named staff (Office staff and First Aid at Work staff) should be given access.

When a controlled drug is no longer required, it must be returned to the parent / carer who should arrange safe disposal via the local pharmacy. If this is not possible, the drug should be returned to the dispensing pharmacist.

Long-Term Medical Needs

It is important for the school to have sufficient background information about the medical condition of a pupil with long term medical needs. If a pupil's medical needs are not fully supported, this can negatively affect their academic attainments and / or lead to emotional and behavioural problems. The school, therefore, needs to know about any medical needs before a child starts school or when a pupil develops a condition. An Individual health care plan or a protocol involving parents and relevant health professionals will be developed for any pupil with long-term medical needs.

The school staff working closely with the pupil or in an FAW capacity are expected to ensure that they have knowledge of:

- details of the pupil's / student's condition;
- special requirements (e.g. dietary needs);
- medication and any known side effects to be aware of;
- what constitutes an emergency;
- what to do and who to contact in an emergency;
- what not to do in an emergency;
- procedures to be followed when transporting the pupil (e.g. off-site visits and / or home to school transport);
- information sharing and record keeping.

Administering Medication

It is important for the school to have adequate facilities, (lockable cabinet, fridge) when administering medication and the following precautions must be considered:

- Pupils must not be given any medication without parental / carer consent. All prescribed medicines that are to be administered in school must be accompanied by written instructions from the GP, or following a discussion with the parents / carers that is then recorded, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage (Medication Consent Form).

Non-prescribed medication that is given regularly must also be accompanied by written instructions from the parent / carer, or following a discussion with the parents / carers that is then recorded, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage (Medication Consent Form).

Each time there is a variation in the pattern of dosage a new record should be completed. If necessary the school nurse can assist with the completion of the form.

- The smallest practicable dose should be brought to school in individual containers which should be clearly labelled with the pupil / student name and the dosage instructions. It is recommended that at Torfield and Saxon Mount School pupils should never personally carry medicine to and from school. Discussions with individual parents will be needed if there is a reasonable exception to this rule for example age and maturity of the pupil. Medicines must be handed over to the office staff, by the parent or vehicle escort, as soon as the child arrives at school.
- Medication should only be given to the named child. Pupils must not be given medication which has been prescribed for another person. Parents / Carers are responsible for ensuring that there is sufficient medication to be used in school and that the medication has not passed its expiry date.
- Where there is any doubt about the correct dosage to be administered, advice must be obtained from the child's parent / carer, GP, or Paediatrician before the medicine is administered.

Only one member of staff at any one time should administer medicines (to avoid the risk of double dosing). Arrangements should be made wherever possible to relieve this member of staff from other duties while preparing or administering doses (to avoid the

risk of interruption before the procedure is completed). If more than one person administers medicines a system must be arranged to avoid the risk of double dosing (e.g. a rota, consultation of the Medicine Record Sheet before any dose is given, etc).

When administering medication, staff must complete and sign a record of administration, for every occasion and for each individual medicine given.

Any member of staff giving medication should check:

- Pupil / student's name;
- written instructions provided by parents;
- prescribed dose;
- expiry date;
- In a busy environment for example offsite activities, or when the member of staff is not the usual person to administer the medication for that particular child, a 'second check system' can be employed. This is where a second member of staff looks at all the above information and checks the dosage about to be administered and countersigns the record. Nb They are not the medication administrator and therefore do not need to be a FAW or Administration of Medications trained member of staff.

Some pupils require types of treatment which could be seen to be medical procedures (for example, the administration of rectal diazepam,). These procedures must be carried out with the approval of the Head of School and in accordance with instructions issued by the Paediatrician or GP. Training in invasive procedures must be conducted by qualified medical personnel. The school nurse will provide advice on nursing and medical matters. A consent form for the administration of rectal diazepam / buccal midazolam must be completed by the parent / carer.

For the protection of both staff and pupils, a second member of staff should be present while the more intimate procedures are being followed (for example, the administration of rectal diazepam). Appropriate personal protective clothing (e.g. gloves), should be worn as necessary during the administration of medicines.

It is essential that where pupils have conditions which may require rapid intervention, all relevant school staff are able to recognise the onset of the condition and take appropriate action. Training and advice on recognition of symptoms will be offered by the school nurse.

Record Keeping

Parents / Carers are responsible for supplying information about the medication and informing schools about changes to the prescription or the support needed.

Medicines should always be provided in the original container and the record should include the following written information:

- name of pupil;
- name of medication;
- dose;
- method of administration;
- time and frequency of administration;
- any side effects;
- expiry date.

A parental consent form must be obtained before the administration of any medication and this form will record the above details.

Records must be kept of all medicines administered.

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. The Executive Headteacher has a duty to ensure that the risks to the health of others are properly controlled and monitored.

The Office staff should be given the Medical consent forms once complete to be file in the medication Consent form file available below the Medicines cupboard in the First Aid room.

In the event of an Offsite activity the Leading member of staff organises the receipt of Medication Consent forms and stores them together with the medication in a secure manner. Nb the lead member of staff for an Offsite activity does not necessarily need to be the nominated administrator of medication but may put themselves in the role of the 'second checker'.

Storing Medication

Schools should not store large amounts of medication. Staff should only store, supervise and administer medicine that has been prescribed for an individual pupil. Medicines should be provided in the original container and include the prescriber's instructions, including the name of the pupil / student. If a pupil / student requires two or more prescribed medicines, each should be in a separate container.

The Executive Headteacher is responsible for ensuring that medicines are stored in accordance with the product instructions and safely away from pupils / students.

All emergency medicines (e.g. asthma inhalers, epi-pens, stesolid, etc), must be available in an unlocked cupboard and carried with staff and pupil, when the pupil concerned is off-site with them.

All non-emergency medicines must be kept in a locked cabinet used only for that purpose. Controlled drugs must be kept in a locked cabinet and only Office staff and FAW staff should have access. In cases of emergency the key must be readily available to all members of staff to ensure access.

Some medicines need to be refrigerated, but may only be kept in a refrigerator containing food if they are in an airtight container and are clearly labelled. There should be restricted access to a refrigerator holding medicines (First Aid room fridge).

Disposal of Medicines

School staff should not dispose of medicines. Parents should have medicines which are held at school sent home via escorts or parents at the end of Term 6. Parents are responsible for disposal of date expired medicines.

Hygiene / Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access to protective disposable gloves and aprons,

and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures

Staff within the school should know what to do in an emergency (ie; carrying out an emergency medical procedure for a pupil in the school; summoning first aid assistance; when to summon an ambulance; informing a senior member of staff; etc).

One member of staff should accompany a pupil to hospital unless arrangements have been made for parents/carers to be there (including by ambulance) and should stay until the parent / carer arrives. Health professionals are responsible for any decision on medical treatment when parents / carers are not available.

Off-site Activities and Educational Visits

The group leader, in liaison with the Head of School if necessary, should consider the reasonable adjustments to be made to enable pupils with a medical condition to participate fully and safely in offsite activities and educational visits. Every reasonable effort must be made to ensure the pupil has full and equal access to all curricular activities. It may be decided that further control measures are necessary (e.g. additional adult to accompany an individual pupil). Arrangements for taking any necessary medication will need to be considered as well as the storage requirements.

If staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils / students, they should consult with the parent / carer and the Leadership team, and can also consult relevant health professionals and the Outdoor Education Adviser.

Off-site Education or Work Experience

Torfield and Saxon Mount Schools have a primary duty of care for pupils and has a responsibility to ensure that off-site education and work experience placements are suitable for any pupils with a medical condition. Every reasonable effort must be made to ensure the pupil has full and equal access to such placements.

Sporting Activities

Most pupils with medical conditions can participate in PE or extra-curricular activities. For many, physical activity can benefit their overall social, mental and physical health, and well-being. Any restrictions on a pupil's ability to participate in PE should be clearly understood by the teaching staff, and in some cases it may be necessary to obtain clearance from the pupil's GP (via the parent / carer). Some pupils need to take precautionary measures before or during exercise, or may need to have immediate access to their medication. If a pupil suffers a severe adverse medical reaction, clearance should be obtained from their GP (via the parent / carer) before resuming the activity.

Home to School Transport

Where home to school transport is being provided, the Local Authority must take reasonable care to ensure that these pupils / students are safe during the journey. Where

pupils have specific serious medical needs, the driver and / or escort should know what to do in a medical emergency but should not, generally, administer medication.

Where pupils have life threatening conditions or a medical need that requires an emergency response, specific health care instructions should be understood by the vehicle escort, detailing the symptoms that may be displayed and the action to be taken by the driver and / or escort. Before sharing any information, parental consent must be obtained.

Some pupils are at risk of severe allergic reactions. This risk can be minimised by not allowing anyone to eat on vehicles. It is recommended that all escorts are trained in the use of an adrenaline pen for emergencies, where appropriate.

Confidentiality

All medical information should be treated as confidential by the school staff. The Executive Headteacher should agree with the parent / carer who else should have access to records (etc) about a pupil. If information is withheld from staff they may not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Indemnity

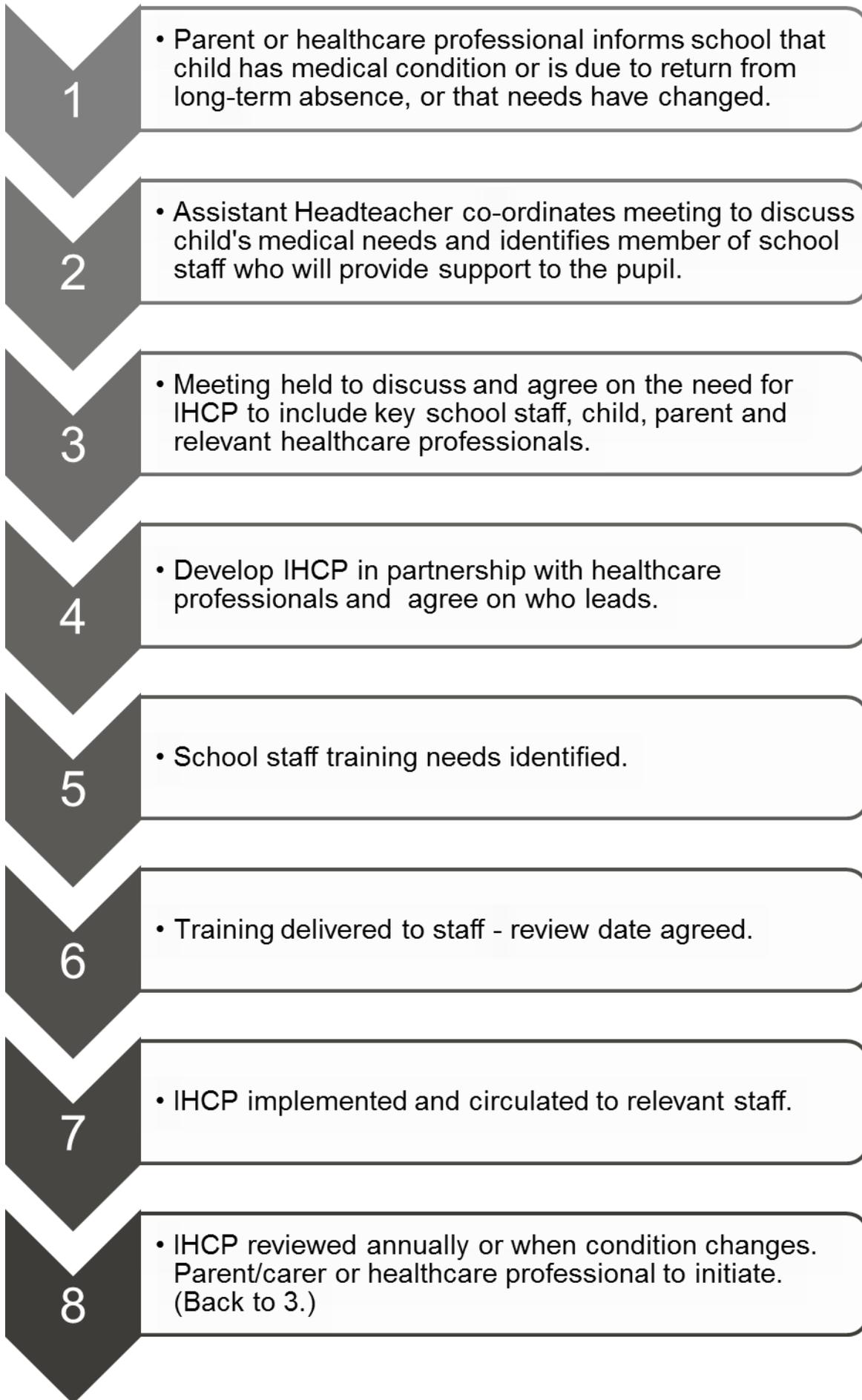
Staff who assist with administering medication to a child in accordance with the procedures detailed within this policy and guidance are explicitly reassured that they are acting within the scope of their employment and that, as such, they are indemnified. Indemnity requires that these procedures are followed as described here. The indemnity cannot be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against a member of staff, the Local Authority will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made.

Employees

A member of staff may have a medical condition. Once this condition has been identified and the school has been informed, steps will need to be taken by the school to reach an agreement with the member of staff on the action to be taken in the event a medical emergency. Medication for the member of staff can be stored in the same storage area as the pupils' medication, agreement must be sought prior to administration as to which members of staff are nominated as administrators (usually FAW staff members and trained Administration of medication staff).

October 2016

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

The Federation of Torfield and Saxon Mount Community School Individual Health Care Plan

Child's name

Tutor group

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.

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 3 - Parental agreement for a school to administer medicine template

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

The Federation of Torfield and Saxon Mount Community School medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
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	The school office

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 4 - Record of medicine administered to an individual child template

The Federation of Torfield and Saxon Mount Community School record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor group	
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			

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

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

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Staff initials

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Time given
Dose given
Name of member of staff
Staff initials

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

Appendix 6 - Staff training record – administration of medicines

Name of school/setting:

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Name:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

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Profession and title:

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I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7 - 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.

- Your telephone number –) **01424 428228** or **01424 426303**
- Your name.
- Your location as follows: **Torfield School, Croft Road, Hastings TN34 3JT and Saxon Mount School, Edinburgh Road, St. Leonards on Sea TN38 8HH.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

MODEL LETTER

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include an Assistant Headteacher. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Caroline Higgins

Assistant Headteacher

Sian Hayward

Assistant Headteacher