



## Policy Statements and Procedures

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# ADMINISTRATION OF MEDICINES AND SUPPORTING STUDENTS WITH MEDICAL NEEDS

### INTRODUCTION

Please note that for the purpose of this policy and procedure all educational establishments within The Rosedale Hewens Academy Trust (the Trust) are referred to as schools.

The Trust will ensure compliance with relevant government legislation and guidance (including Section 100 of the **Children and Families Act 2014** which came into force on 1<sup>st</sup> September 2014 and places a responsibility on schools, academies and PRUs to make arrangements for supporting all pupils with medical conditions). This policy is also supported by the statutory and non statutory guidance contained within the **Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England: December 2015**.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England: December 2015 specifies three key points. They are:

1. Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
2. Governing bodies must ensure that arrangements are in place in schools to support students at school with medical conditions.
3. Governing bodies should ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The Trust accepts that students who have medical needs should be assisted if at all possible and that they have a right to the full education available to other students. The Trust believes that students who have medical needs should be enabled to achieve full attendance and receive necessary and appropriate care and support. The Trust also accepts all employees have rights in relation to supporting students who have medical needs as follows:

- To choose whether or not they are prepared to be involved.

- To receive appropriate training.
- To work to clear guidelines.
- Concerns regarding legal liability.
- To be able to bring to the attention of management any concern or matter relating to supporting students who have medical needs.

The prime responsibility for a child's health lies with the parent, guardian or carer who is responsible for the child's medication and supplying the school with necessary medical information. It is our policy to ensure that all medical information will be treated confidentially. All staff have a duty of care to follow and co-operate with the requirements of this policy.

## **POLICY OBJECTIVES**

- To assist parents in providing medical care for their children whilst at school.
- To educate staff and children in respect of special medical needs.
- To liaise as necessary with medical services in support of the individual student.
- To, where possible, ensure access to full education.
- To monitor and keep appropriate records.

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - i Prescribed medicines
  - ii Non-prescribed medicines
  - iii Maintenance drugs
  - iv Emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change, which may affect the management or administration of medicines.

## **PRINCIPLES**

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with parents. They will be required to complete an 'Administration of Medicines and Treatment Consent Form' (Appendix 1).

When students require Paracetamol or other non-prescribed medication it is our policy to request these drugs on prescription.

Students under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

It is our policy to manage the administration of maintenance drugs (e.g. Insulin or drugs for epilepsy) as appropriate following consultation and agreement with the student's parents. They will be required to complete an 'Administration of Medicines and Treatment Consent Form' (Appendix 1). In addition, a

Health Care Plan (Appendix 2) will be written for the student concerned by the student's Welfare Assistant in consultation with the parents' guardians or carers. Where appropriate and whenever possible a Health Care Plan will be agreed and in place before a child's admission to the school.

It is our policy (where appropriate and whenever possible) to manage the administration of emergency medicines such as injections of adrenaline for acute allergic reactions (epi-pen), oral/rectal medication for epileptic fits when they continue for a set period of time considered to cause harm and injections for diabetic hypoglycemia. In all cases, professional training and guidance from a recognised and competent source such as an NHS course will be received by a designated member of staff before commitment to such administration is accepted.

## **PROCEDURE**

**Administration of Medicines and Health Care Plans:** When deciding on the administration of medicine requirements for students, the student's Welfare Assistant will meet with the parents to agree the level of care required. If it is agreed that a student requires medicines, an Administration of Medicines and Treatment Consent Form' (Appendix 1) will be completed by the student's parents and kept on file. This form will be checked on a regular basis by the member of staff with lead responsibility for First Aid and the information shared with other members of staff responsible for First Aid and the administration of medicines.

*Students are not permitted to carry any medication. All medication is kept in the Welfare Room.*

**Individual Health Care Plan (Appendix 2):** The main purpose of a Health Care Plan is to identify the level of support that is needed at school for an individual child. It clarifies for the child, staff and parents, the help the school can provide. These plans will be reviewed annually as a minimum.

A Health Care Plan will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency

All trained staff will ensure they are aware of the protocols and procedures for specific students in school through attending training provided and reading the Health Care Plans for individual students.

An individual Health Care Plan will be completed for every student who requires special health care treatment. The Health Care Plan will be completed by the student's Welfare Assistant in consultation and agreement with the student's parents. It will be reviewed on a regular basis with the parents to ensure its continuous suitability. The Health Care Plan will be shared with appropriate staff as agreed with the student's parents, guardians or carers.

For any student receiving medicines, a Record of Prescribed Medicine Administered to an individual Student Form (Appendix 3) will be completed each time the medicine is administered and this will be kept on file.

If a student refuses to take medication, his/her parents will be informed at the earliest opportunity by the Welfare Assistant or First Aider.

**Progresso (MIS):** All information and updates on student health, administration of medicines and/or health care plans must be communicated to the Data Manager. The Data Manager will then update the student's medical details on Progresso, which is the student management information system (MIS).

**General Data Protection Regulation Statement:** The Rosedale Hewens Academy Trust (TRHAT) DATA PROTECTION OFFICER (DPO) Ravinder Chana: Telephone - 020 8573 2097 is responsible for overseeing data protection at Hewens Primary School. Please download TRHAT Information Sharing and GDPR Policy from the school's website for further information with regard to data protection at Hewens Primary School

**Contacting the Emergency Services:** When a medical condition causes the student to become very ill and/or require emergency administration of medicines, then an ambulance will be called. The school reception will record the calling of an ambulance on the Ambulance Record (Appendix 5) and the event will be recorded on the school's Progresso system for the student concerned.

**Welfare Room:** Whenever possible the Welfare Room should be used for the storage and administration of medicines.

**Training:** First Aid staff will be responsible for the administration of medicines. Where staff are required to carry out non-routine, specialised administration of medicines or emergency treatment for a student, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. A Staff Training Record (Appendix 4) will be completed by the member of staff with responsibility for staff training to document the level of training undertaken. Refresher training will be scheduled at appropriate intervals (normally every three years).

**Storage of medicines:** The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely. Medicines will be stored in the Welfare Room. Every child with asthma will have two inhalers in school. One will be stored in Welfare Room and the other in the classroom with their own spacer.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of the member of staff receiving it to ensure that the received medicine container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration as well as the expiry date.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of medicine administration responsibilities.

It is the responsibility of the parents of the student concerned to ensure that all medicines no longer required (including those which have an expired date) are returned to a pharmacy for safe disposal.

**Sharps boxes** will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

## **MONITORING AND REVIEW**

This policy is monitored and reviewed through:

- Annual audit of all documentation and medicines stored
- Progresso reports

## **ROLES AND RESPONSIBILITIES**

- The administration of medicines is the overall responsibility of parents.
- The Headteacher has overall responsibility for Health and Safety and is therefore responsible for ensuring students are supported with their medical needs whilst on site.

- Nominated teachers/staff and designated First Aid staff have responsibility for the day-to-day administration of medicines and implementation of Health Care Plans where appropriate and agreed with parents.

## LINKS WITH OTHER POLICIES

This policy links with:

- Health and Safety
- TRHAT Information Sharing and GDPR Policy

## APPENDICES

**Appendix 1:** Administration of Medicines and Treatment Consent Form – **Page 6**

**Appendix 2:** Health Care Plan – **Page 7**

**Appendix 3:** Record of Prescribed Medicine given to a Student Form – **Page 9**

**Appendix 4:** Staff Training Record for Medicine Administration and Treatment – **Page 10**

**Appendix 5:** Ambulance Record – **Page 11**

<b>Date</b>	<b>Change(s) Made</b>	<b>Change Author</b>
TBA	Policy created	<b>LAB</b>
May 2018	Policy formatted, updated	<b>Jane Thomas</b> , Senior Officer - Marketing and Media (TRHAT)

## Appendix 1: Administration of Medicines and Treatment Consent Form

<b>Hewens Primary School</b>	
<b>Student Name</b>	
<b>Student Address</b>	
<b>Emergency Contact Name</b>	
<b>Emergency Contact Telephone No.</b>	
<b>Name of GP</b>	
<b>GP's Telephone No.</b>	

Please tick the appropriate boxes below:

<b>My child will be responsible for the self-administration of medicines as directed below</b>				
<b>I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary</b>				
<b>I recognise that the school or college staff are First Aid trained but not medically trained</b>				
<b>Name and Signature of parent, guardian or carer</b>				
<b>Date of signature</b>				
<b>Name of Medicine</b>	<b>Required Dose</b>	<b>Frequency</b>	<b>Course Finish</b>	<b>Medicine Expiry</b>

<b>Special Instructions</b>	
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<b>Allergies</b>	
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<b>Other Prescribed Medicines</b>	
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## Appendix 2: Health Care Plan

<b>Hewens Primary School</b>	
<b>Student Name</b>	
<b>Student Form or Class</b>	
<b>Student Date of Birth</b>	
<b>Student Address</b>	

<b>Medical Diagnosis/Condition</b>	
<b>Date</b>	
<b>Review Date</b>	

<b>Name of Emergency Contact</b>	
<b>Relationship to Student</b>	
<b>Emergency Contact's Home Telephone Number</b>	
<b>Emergency Contact's Work Telephone Number.</b>	
<b>Emergency Contact's Mobile Phone Number.</b>	

<b>Clinic/Hospital Contact Name</b>	
<b>Telephone No.</b>	

<b>Name of GP</b>	
<b>GP's Telephone No.</b>	

<b>Describe Student's medical needs and provide details of student's symptoms</b>

**Daily care requirements e.g. before sports, at lunchtime etc**

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**Describe what constitutes an emergency for the student and action to be taken if this occurs**

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**Follow-up care**

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

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**Form copied to:**

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**Appendix 4: Staff Training Record for Medicine Administration and Treatment**



<b>Medicine administration or treatment procedure for which staff training is being provided</b>

<b>Instructor</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Review Date</b>	

<b>I have received written &amp; verbal instructions to enable me to carry out the above procedure</b>
<b>I understand the procedure and feel confident to carry out the procedure unsupervised</b>
<b>I understand the actions required if problems occur during or after the procedure</b>

Date	Name	Designation	Signature

