

Waterfield Primary School



Managing Medicines Policy

Approved by:	Principal & LGB	Date: 15 th September 2022
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Last reviewed on:	September 2022
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Next review due by:	September 2023
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The Collegiate Trust
Exceptional Education for All

Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions'. The governing body of Waterfield Primary will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care - this might mean giving medicines or medical care.

Please view this policy in conjunction with the two appendices:

- A. Short Term Care Plan
- B. Long Term Care Plan

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at Waterfield Primary are managed appropriately. They will be supported with the implementation of these arrangements by the Principal and school staff.

The Lead for Managing Medicines at Waterfield Primary is **Hilary Wright** or in her absence **Andrea Roman**. In their duties staff will be guided by their training, this policy and related procedures.

Implementation monitoring and review

All staff, governors, parents/carers and members of the Waterfield Primary community will be made aware of and have access to this policy. This policy will be reviewed every two years and its implementation reviewed and reported through our Health and Safety Governor visits.

Insurance

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered under RPA Insurance. The medical audit is available to view on West Sussex Services for Schools under 'guide to insurance for schools'.

Claims received in respect of medical procedures not covered by the insurers will be considered by The Collegiate Trust.

Admissions

When the school is notified of the admission of a pupil with medical needs, the Lead for Managing Medicines will seek parental consent to administer short term-ad-hoc non-prescriptions medication using a Short Term Care Plan. An assessment of the pupil's medical needs will be completed this might include the development of an Individual Health Care Plans (IHP) or Education Health Care Plans (EHCP) and require additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide

(based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Pupils with medical needs

The school will follow Government guidance and develop an (IHP) Individual Health Plan or (EHCP) Educational and Healthcare Plan for pupils who:

- have long term, complex or fluctuating conditions - these will be detailed using a Long Term Care Plan
- require medication in emergency situations - these will be detailed using a Short Term Care Plan for mild asthmatics and a Long Term Care Plan for anaphylaxis. (Other long term/serious health complications such as Diabetes, Epilepsy, ADHD or other chronic conditions that require medication may also require such planning, such plans will be put in place on an individual basis)

Parents/guardians should provide the Principal with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/guardians, Principal, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. Healthcare plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition.

All prescribed and non-prescribed medication

On no account should a child come to school with medicine if he/she is unwell. Parents may visit the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. Staff are not trained medical experts and therefore the school can refuse to administer medication. If a pupil refuses their medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services.

Pupils should not bring any medication to school for self-administration.

The school will keep a small stock of paracetamol/Calpol, (not ibuprofen which is for individuals, 12 years and over) and antihistamine. All other medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered with the appropriate consent form which takes the form of a Short or Long Term Care Plan to the school office. The school will complete the section "Medication Use" on Medical Tracker to log the administration.

Confidentiality

As required by the Data Protection Act 1998, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHP or EHCP. It is expected that staff who have regular contact with a pupil with medical needs will,

as a minimum, be informed of the pupil's condition and know how to respond in a medical emergency.

Consent to administer medication

Parental/guardian consent to administer medication will be required as follows:

- **Short term ad-hoc non-prescribed medication** - The school will request parent/guardian consent using a Short Term Care Plan to administer ad-hoc non-prescription medication when the pupil joins the school. As part of the annual data checking form, the school will send a reminder requesting parents/guardians to inform the school if there are changes to consent. If the school is not informed of any changes by the parent/guardian it will be assumed that consent remains current.
- **Prescribed and non-prescribed medication** - each request to administer medication must be accompanied by 'Parental consent to administer medication form Short or Long Term Care Plan or if applicable on the IHP.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Administration will be recorded using the Medical Tracker and the parent/guardian informed. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

Non-prescription Medicines

Under exceptional circumstances, where it is deemed that their administration is required to allow the pupil to remain in school, the school will administer non-prescription medicines. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHP or EHCP as part of a wider treatment protocol. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions', December 2015, the school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as prescription medicines.

If the relevant symptoms develop during the school day as detailed under the paragraph 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- paracetamol - to pupils of all ages (ibuprofen is for pupils aged 12 and over)
- antihistamine,

All other non-prescription medications will only be administered by First Aiders, providing:

- ☐ the parent/guardian confirms daily the time the medication was last administered and this is recorded on the Medical Tracker
- ☐ medication is licensed as suitable for the pupil's age;
- ☐ medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition;
- ☐ administration is required more than 4 times per day;
- ☐ medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or Parent Information Leaflet (PIL);
- ☐ medication is accompanied by parental/guardian consent (Short Term Care Plan) and confirmation is received that the medication has been administered previously without adverse effect;

The school will NOT administer non-prescription medication:

- ☐ as a preventative, i.e. in case the pupil develops symptoms during the school day;
- ☐ if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;
- ☐ for more than 48 hours - parents will be advised if symptoms persist to contact their Doctor;
- ☐ If a request to administer the same or a different non-prescription medication that is for the same/initial condition is repeated less than 2 weeks after the initial episode or for more than 2 episodes per term – it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.
- ☐ Skin creams and lotions will only be administered in accordance with the School's Intimate Care Policy and procedures.
- ☐ Medication that is sucked i.e. cough sweets or lozenges, will not be permitted for use in the school.
- ☐ If parents/guardians have forgotten to administer non-prescription medication that is required before school, parents will be asked to come to the school to administer it themselves.

Short term ad-hoc non-prescribed medication

A small stock of standard paracetamol and antihistamine will be kept by the school for administration if symptoms develop during the school day.

ONLY the following will be administered following the necessary procedures:

- ☐ For relief from pain
 - Standard paracetamol will be administered in liquid or tablet form for the relief of pain e.g. period pain, migraine.
 - Ibuprofen will NOT be administered to any pupil
- ☐ For mild allergic reaction - Standard Piriton (see Anaphylaxis)
- ☐ For travel sickness - medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian in its original packaging with the PIL if available.

Only one dose of any of the above medications, suitable to the weight and age of the pupil, will be administered during the school day.

Pain relief protocol for the administration of paracetamol

If a request for non-prescribed pain relief is made by a pupil or carer/staff (advocate for a non-verbal/non-communicating pupil) before 12pm:

- ☐ The school will contact the parent/guardian and confirm that a dose of pain relief was NOT administered before school. Parents/guardians and, if appropriate, the pupil will also be asked if they have taken any other medication containing pain relief medication e.g. decongestants such as Sudafed, cold and flu remedies e.g. Lemsip and medication for cramps e.g. Feminax etc. and these conversations will be recorded.
- ☐ If the school cannot contact the parent/guardian and therefore cannot confirm if pain relief (Paracetamol) was administered before school then the school will refuse to administer pain relief.

If a dose of pain relief has been administered before school:

- ☐ Paracetamol - The school will not administer paracetamol until four hours have elapsed since the last dose (assume 8am). No more than four doses can be administered in 24 hours.

If a request for pain relief is made after 12pm:

- ☐ The school will assume the recommended time between doses has elapsed and will administer one standard of dose of paracetamol without any need to confirm this with the parent/guardian, but if appropriate, the pupil will still be asked if they have taken any other medication containing pain relief medication and this conversation will be recorded.

The school will inform the parent/guardian if pain relief has been administered this will include the type of pain relief and time of administration.

Asthma

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupil's parent or guardian to provide a second inhaler. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The school inhaler will only be used in an emergency and will always be used with a spacer as outlined in the Asthma Toolkit. The school will develop IHP's for those pupils with severe asthma, and complete the Individual Protocol for pupils with mild asthma.

Anaphylaxis

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School

Nursing Service recommending that all staff are trained in the administration of auto injectors and that training is renewed annually.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parent/ guardian(s) to provide two auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact hazardous equipment after administration of the medication i.e. P.E., Science, Design and Technology.

Mild Allergic Reaction

Non-prescription antihistamine will be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes). The pupil must be monitored for signs of further allergic reaction. If antihistamine is not part of an initial treatment plan, anaphylaxis medication will be administered following the guidance for short term ad-hoc non-prescribed medication.

Hay fever

Parent(s)/guardian(s) will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure. If symptoms of allergic reaction occur regularly, Parent(s)/guardian(s) will be advised to visit their GP and take precautionary measures before the child comes to school.

Severe Allergic Reaction

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupils IHP. The school will administer one standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must NEVER be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms, then if the pupil has been prescribed an adrenaline auto injector, it will be administered without delay, an ambulance called and the parents informed.

Medical Emergencies

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP or EHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHP or EHCP is given to the ambulance crew. If applicable, the pupil's emergency medication will be administered by trained school staff. If the pupil's medication is not available, staff will administer the school's emergency medication with prior parental consent.

In accordance with amendments made to the Human Medicines Regulations 2012, from October 2014, a sufficient number of salbutamol inhaler(s) spacer(s) will be held by the school to cover emergency use. Parents are expected to provide two in date auto-injectors for administration to their child. If the school does not hold two in date auto-injectors for each pupil, then a suitable number of auto-injectors will be purchased for use by the school in an emergency.

Parental consent to administer the 'school inhaler and/or auto-injector' will be gained when the pupil joins the school using a Long Term Care Plan for asthmatics and for anaphylaxis. The school will hold a register of the pupils diagnosed with asthma and/or anaphylaxis, and if parental consent has been given to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently in the school Medical Room, on the board.

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use e.g. Midazolam will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school on the Medical Tracker.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's IHP or EHCP.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely (where access by pupils is restricted). Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam must not be locked away. If appropriate certain emergency medication can be kept in a clearly identified container in his/her classroom and stored in the First Aid "Grab Bag". Parents will be asked to supply a second adrenaline auto injector for each child and the spare one will be kept in the school office. Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the small medical room fridge to which pupil access is restricted. They will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs see page 7.

Waste medication

Where possible, staff should take care to prepare medication correctly. If too much medication is drawn into a syringe, the remainder (amount above the required dose) should be returned to the bottle before administration. If only a half tablet is administered, the remainder should be returned to the bottle or packaging for future administration.

If a course of medication has been completed or medication is date expired, it will be returned to the parent/guardian for disposal.

Spillages

A spill must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the schools procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and, if necessary, parents will be asked to provide additional medication.

The school has additional procedures in place for the management of bodily fluids which are detailed in the Bodily Fluids Policy (July 2020). If the school holds any cytotoxic drugs, their management will be separately risk assessed and follow Health and Safety Executive (HSE) guidance.

Record Keeping - administration of medicines

For legal reasons, records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/ guardian will also be informed if their child has been unwell during the school day and medication has been administered. For record see Medical Tracker.

Recording Errors and Incidents

If, for whatever reason, there is a mistake made in the administration of medication and the pupil is:

- given the wrong medication
- given the wrong dose
- given medication at the wrong time (insufficient intervals between doses)
- given medication that is out of date, or
- the wrong pupil is given medication

the incident must be reported to the School's Senior Leadership Team who will immediately inform the pupil's parent/guardian. Details of the incident will be recorded locally as part of the school's local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Leadership will investigate the incident and change procedures to prevent reoccurrence if necessary. NB: Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

Staff Training

The school will ensure a sufficient number of staff complete Managing Medicines in Schools training before they can administer medication to pupils. The school will also ensure that other staff who may occasionally need to administer a medicine are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course. Staff given instruction by the Lead for Medicines MUST complete a competency test and achieve a score of 100% in order to administer medication.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. Key School Staff (First Aiders and children's key workers) will be trained to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example, Diabetes (insulin) epilepsy (Midazolam). Training in the administration of these specific medicines is arranged via the school nurse.

Educational Visits (Off - site one day)

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Short or Long Term Care Plan) and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff (who will take paracetamol and antihistamine with them). Pupils must not carry non-prescription medication for self-administration.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Residential Visits (overnight stays)

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally, it may be necessary to administer non-prescription medicines as described in this policy i.e. antihistamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache etc. Parents must give written consent prior to the residential visit and sign to confirm that they have previously administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication (paracetamol and antihistamine) for administration to pupils during a residential visit and parental consent (Short or Long Term Care Plan) will be required in order for the school to administer their supply. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring non-prescribed medication on the residential visit for self-administration.

Risk assessing medicines management on all off site visits

Pupils with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals so that extra measures (if appropriate) can be put in place. A copy of the pupils IHP or EHP will be taken on the visit and detail arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a pupil requires prescribed or non-prescribed medication during visit and an IHP or EHCP has not been developed and the management of their medication differs from procedures followed whilst in school, the school will conduct a risk assessment and record their findings.

Travelling abroad - a risk assessment will be developed considering parental and medical advice and documented on the pupils IHP or EHCP. If an IHP or EHCP has not been developed, the school will record their findings. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

The results of risk assessments however they are recorded e.g. IHP, EHCP etc. will be communicated to the relevant staff and records kept of this communication.

Complaints

Complaints issuing arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Principal. If the issue cannot easily be resolved, the Principal will inform the governing body who will seek resolution.

Appendix A - Short Term Care Plan

Appendix B - Long Term Care Plan

Short Term Care Plan Form

Student's Name

Medication name

Last date medication needs to be taken

Dosage of medication

1. Medication use time

2. Medication use time (if applicable)

3. Medication use time (if applicable)

Self administration

☐ Yes

☐ No

Date medication dispensed by pharmacy

Special precautions

*EXAMPLE: Medication should be taken
before/ after lunch.*

Procedures to take in an emergency
(if applicable)

DETAILS OF PERSON COMPLETING THIS FORM:

Name

Date

Email address

Signed

OFFICE USE ONLY: RECORDED ON MEDICAL TRACKER: ☐

Long Term Care Plan Form

Student's name

Medical condition

Is this an ongoing condition?

- ☐ Yes
☐ No

Medication name(s)

Dosage of medication(s)

1. Medication use time (if applicable)

2. Medication use time (if applicable)

Student's condition and individual symptoms

Daily care requirements

Procedures to take in an emergency

Follow up care (if applicable)

3. Medication use time (if applicable)

Self administration

- ☐ Yes
☐ No

Date medication(s) dispensed by pharmacy

Medication expiry date(s)

Special precautions

EXAMPLE: Medication should be taken before/ after lunch.

GP Details/ medical professionals working with your child

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Additional information (if needed)

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Using the information provided we will create a long term care plan for your child. We will let you know when this is ready to be reviewed and authorised by you.

DETAILS OF PERSON COMPLETING THIS FORM:

Name

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Date

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Email address

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Signed

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OFFICE USE ONLY: RECORDED ON MEDICAL TRACKER: ☐