Little Munden C of E (VC) Primary School

Building Good Foundations

Matthew 7, verse 24

Administering Medication Policy

Adopted by Little Munden Governing Body:

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Introduction

Since September 2014 there has been a statutory duty for Governing bodies to make arrangements to support pupils at school with medical conditions. See https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

To that end a model policy based on the DfE requirements is available for schools to adapt and adopt.

Some children with medical needs are protected from discrimination under the Equality Act 2010 and thus responsible bodies for schools must not discriminate against disabled pupils in relation to their access to education and associated services. Reasonable adjustments and support must be provided to ensure pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child.

Training

Staff must not administer medication or undertake healthcare procedures without appropriate instruction, information and training, this should be proportionate to risk and in line with any specific requirements detailed in pupil's individual healthcare plans (IHP).

If any specific training need is identified as a result of the IHP (e.g. in relation to diabetes, anaphylaxis etc.) then the School Nursing service should be contacted for advice and provision in the first instance.

In order to continue to meet the care needs of individual pupils, schools should consider cover arrangements and the potential impact of staff absence, offsite visits, extra-curricular activities etc. when determining the numbers of staff to be trained.

This document is intended to provide schools with supplementary information on managing medication in line with the model supporting pupils with medical conditions policy.

Where HCC are not the duty holder e.g. for Voluntary Aided (VA), Foundation, or Academy status schools this guidance is commended to them.

It should be ensured that an appropriate level of insurance and liability cover is in place. For schools covered by HCC's insurance trained staff would be covered for 'common' treatments such as the administration of oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.

For pupils with significant medical needs contact insurance@hertfordshire.gov.uk for further advice and to ensure coverage.

Where schools are not covered by HCC's insurance they should check cover arrangements with their own insurers.

Administration of medication

It is standard practice for schools to request pupil medical information and updates regularly, the onus is on parents/ carers to provide relevant and adequate information to schools.

Whilst as far as is reasonable parents/carers should be encouraged to provide support and assistance in helping the school accommodate pupils with healthcare needs, it is not generally acceptable to require parents/carers to attend school in order to administer medication or provide other medical support.

Medication will only be administered by schools when it would be detrimental to a child's health or school attendance not to do so.

A documented record of all medication administered (both prescribed and non-prescribed) should be kept.

No child under 16 should be given any medication without their parent's written consent, except in exceptional circumstances.

Pupils with an IHP should have these reviewed annually, or sooner if the child's needs have changed in the interim. Details of medication requirements (dose, side effects and storage) should be detailed in the IHP. Templates for an IHP, consent forms and administration records are as part of the DfE guidance Supporting Pupils with medical Conditions in school.

Where the child has a special educational need identified in an Education, Health and Care (EHC) plan, the individual healthcare plan should be linked to or become part of that EHC plan.

Schools should have a robust system to inform and update staff of the relevant content of pupil's IHPs (triggers, risks, emergency actions etc.).

Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents/carers as soon as possible.

If a pupil misuses their medication, or anyone else's, their parent/carer must be informed as soon as possible, and the school's disciplinary procedures followed.

Prescribed Medication

It is helpful, where possible if medication be prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents/carers should be encouraged to ask the prescriber about this.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Schools should never accept medicines that have been taken out of the container nor make changes to prescribed dosages on parental instruction. In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions (frequency of administration, likely side effects)
- Expiry date

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act 1971. Therefore, it is imperative these are strictly managed between the school and parents/carers.

Keep the amount of controlled drugs stored on site to a minimum and ensure a record is kept of the quantity held.

Pupils can carry controlled drugs if they are deemed competent to do so, otherwise controlled drugs should be stored in a locked, non-portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it.

Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Storage

Medication kept at the establishment should be stored safely and arrangements made for it to be readily accessible when required. Large volumes of medication should not be stored.

Pupils should, at all times, know where their own medication is stored and how to obtain it.

Under no circumstances should medicines be kept in first-aid boxes.

Staff should review expiry dates of medication and notify parents/carers when further supplies are required.

All emergency medicines (asthma inhalers, adrenaline pens etc.) must be readily available whenever the child is in the school and not locked away. Protocols should also be in place to ensure that pupils continue to have access to emergency medication in situations such as a fire evacuation etc.

Non-prescription medication

Where non-prescription (over the counter) medicines are administered e.g. for pain relief or antihistamine, written consent must still be obtained from parents / carers. A member of staff should administer the medication and inform parents/carers where pain relief medication has been administered. School staff may refuse to administer a particular medicine if it is not considered to be a standard over the counter medicine.

The administration of non-prescribed medication should be recorded in the same manner as for prescribed. Staff must also check the maximum dosage and when any previous dose was given.

Non-prescription medication does not need a GP signature / authorisation in order for a school to give it. Staff should check that the medicine has been administered without adverse effect in the past and that parents have confirmed that this is the case.

Parents will be requested to provide the medication that will be given

A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor. (there are links between the use of aspirin to treat viral illnesses and Reyes Syndrome, a disease

causing increased pressure on the brain) See also Herts Valleys CCG FAQ's on over the counter medicines in schools.

Disposal

Any unused medication should be recorded as being returned back to the parent/carer when no longer required. If this is not possible it should be returned to a pharmacist for safe disposal.

UN approved sharps containers should always be used for the disposal of needles or other sharps, these should be kept securely at school (e.g., within first aid /medical room) and if necessary provision made for off-site visits. All sharps boxes to be collected and disposed of by a dedicated collection service in line with local authority procedures.

Record keeping

Template forms for IHPs, parental consent, administration etc. are available as part of the DfE guidance Supporting Pupils with medical Conditions in school

Schools should keep an accurate record of all medication administered, including the dose, time, date and member of staff administering.

Offsite visits and PE

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff accompanying such visits should be aware of any medical needs and relevant emergency procedures.

Where necessary individual risk assessments should be conducted as part of the trip planning process.

It should be ensured that a trained member of staff is available to administer any specific medication (e.g. adrenaline pen etc.) and that the appropriate medication is taken on the visit.

Medicines should be kept in their original containers (an envelope may be acceptable for a single dose- provided this is very clearly labelled).

Specific advice for offsite visits is provided by the Outdoor Education Adviser's Panel (OEAP) guidance doc 4.4d covering medication.

Any restrictions on a child's ability to participate in activities such as PE should be recorded in their IHCP.

If any adjustments to activities or additional controls are required these should be detailed via an individual risk assessment or in daily use texts such as schemes of work / lesson plans to reflect differentiation / changes to lesson delivery.

Some pupils may need to take precautionary measures before or during exercise and may need to be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.

Little Munden School does not hold emergency inhalers or adrenaline auto-injectors.

Additional information

- Department of Health Guidance on the use of emergency salbutamol inhalers in schools.
- Defibrillators in schools
- DFE Statutory Guidance Supporting Pupils with medical conditions at school
- Using emergency adrenaline auto-injectors in schools

Advice on medical issues should be sought from the designated school nurse, the schools local Primary Care Trust (PCT), which includes guidance on communicable diseases, NHS Direct or from the SEN Advisors.