

Keelman's Way School



Handling Medication in School

This document is a guide to handling and holding medication in school. It is compliant with the statutory guidance applies to any 'appropriate authority' as defined in section 100 of the Children and Families Act 2014.

Keelman's Way School and After School Provision

Children with Medical Needs

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps finishing a course of medicine such as antibiotics, etc. Many of Keelman's Way pupils who are deemed to have longer term medical needs may require medicines on a long-term basis to keep them well.

Many of our pupils require medicines for day to day usage, e.g., children with severe allergies who require an adrenaline injection, also known as an EpiPen.

Children with severe asthma require daily access to inhalers and may require additional doses during an attack. All inhalers must be kept in quick reach and have an asthma card attached with administering information. It is the class staffs' responsibility to administer this and to ensure these are taken out of the building when on school trips. It is also the responsibility of the class staff to request replacements from parents when the product has expired.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

An individual health care plan can help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. This will be in place for the majority of Keelman's Way pupils who have additional medical needs.

Support for Children with an Emergency Medical need

Pupils who require emergency medication such as Midazolam, will have medication drawn up ready in the locked cabinet located adjacent to the central area – this also applies to After school pupils who are not registered at the school. All pupils will have emergency medication administered as set out in the child's individual plan. This signifies the action needed by staff and the dosage, after care, etc.

Any changes of the medication and care plan are issued via the relevant health professional.

Support for children with everyday medical needs

Parents have the prime responsibility for their child's health and must provide Keelman's Way School with information about their child's current medical condition. Parents, should obtain details from their child's General Practitioner (GP) and/or paediatrician.

The school Nursing service or community children's nurses (CCN's) can provide advice on health issues to children, parents, education and early year's staff, education officers and Local Authorities. NHS Primary Care Trusts (PCTs) and NHS Trusts, Local Authorities, Early Years Development and Childcare Partnerships and governing bodies should work together to make sure that children with medical needs and school and setting staff have effective support.

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There is no legal requirement that requires school or setting staff to administer medicines. However, Keelman's Way will ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties alongside CCN's who support pupils in school.

We have staff who are trained in the administering of medical support such as Oxygen, gastrostomies and suctioning machines. Training is given by School nursing and/or community nursing or the suppliers of the product such as Nutricia and BOC.

Staff managing the administration of medicines and those who administer medicines receive appropriate training and from the appropriate professionals. There are robust systems in place to ensure that medicines are managed and stored safely. Procedures are identified in school for dealing with medication appropriate storage is provided and staff made aware of access and use for this. Medications that need to be kept at low temperature are stored in the locked fridge in school. Staff take advice from parents and medical professionals on how medications are to be stored.

All medical support is given in line with the child's care plan, which will be produced by relevant professionals and agreed/signed by parents prior to any medication administered.

Keelman's Way School aims to ensure that appropriate action and policy are in place to support our pupils where medication is, of necessity, needed to facilitate their attendance at school.

Our policy is understood by staff. It is communicated to parents and provides a sound basis for ensuring that children with medical needs receive appropriate care and support at Keelman's Way School.

Prior agreement is reached with parents on administration of medication that is not routine. A recording document is provided is agreed with parents. An additional form is required for when pupils require medication during the school day, the dosage is to be agreed by parents on the day.

Medication will only be dealt with in school with written permission from parents.

Children will not handle their own medication, any medication that comes into school should be passed on via the escort/parent, etc so this is tracked on arriving at school. Not in luggage, bags or with the child themselves. Children who attend after school clubs have the same care as those who attend through the school day.

The CCN's delivers routine medication during the school day to pupils on their caseload.

Parents must provide full information about their child's medical needs, including details on medicines their child needs. All medicines, including paracetamol must have a prescribing label attached on the cover and on the bottle/packet. **No medication will be handled without written agreement.**

Prescribed Medicines

Medicines should only be taken to school or settings when essential; that is to say would be seen as detrimental to a child's health if the medicine were not administered during the school day. School only accepts medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Staff will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is important that medicines are prescribed in dose frequencies and are administered out of the school day wherever possible. Parents should ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Prescribers should consider providing two prescriptions, where appropriate and practicable, for a child's medicines: one for home and one for use in the school or setting.

A written agreement with parents is needed.

Controlled Drugs

Only a qualified member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

Medication of all kinds is stored in a locked non-portable container and staff have access. All medication will be signed in and out.

A controlled drug, as with all medicines, is returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child for use, is an offence. Keelman's Way School should have a policy in place for dealing with drug misuse.

Short-Term Medical Needs

Some of our children will need to take medicines during the day at some time during their time at Keelman's Way School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. Staff can administer creams and lotions that are beneficial to the pupil with a written or verbal consent that is confirmed by a phone call that is noted by staff. Such as, Sudocrem, Vaseline etc. this is in-line with our Intimate Care Policy.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school or a setting. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

Keelman's Way School need to know about any particular needs before a child is admitted, or when a child first develops a medical need. We recognise that our pupils attend a greater number of hospital appointments and this will be recognised as an authorised absence, however, parents should make every effort to return their child to school afterwards.

In Keelman's Way a Health Care Plan is held by the school nurse in the school office, and by staff in care files. For those pupils who may require support from an ambulance and its staff, the care plans are stored in the school office for ease of access.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the medication records and report to parents on the same day. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, Keelman's Way School emergency procedures should be followed.

Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Keelman's Way considers all reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This includes reviewing and revising the visits policy and procedures so that risk assessment arrangements include the necessary steps to include children with medical needs.

Parents will be expected to complete documentation giving staff appropriate permission to administer medication. Staff will sign and date a document to show that this has been given and an additional signature gained from a colleague observing.

Staff, when required and that are appropriately trained to administer children's medication, make specific arrangements with parents for school visits where medication will need to be offered during that time scale. Identified staff will be named and records kept for this purpose. This medication can be stored and kept in the identified location for the purpose and is signed in and out of school on each occasion.

Keelman's Way School is responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for students with a particular medical condition. Keelman's Way Schools have a primary duty of care for pupils and have a responsibility to assess the general suitability of all off-site provision including college and work placements. This includes responsibility for an overall risk assessment of the activity, including issues such as travel to and from the placement and supervision during non-teaching time or breaks and lunch hours.

Home to School Transport

Local Authorities arrange home to school transport where legally required to do so. They **must** make sure that pupils are safe during the journey. Most pupils with medical needs do not require supervision on school transport, but Local Authorities should provide appropriate trained escorts if they consider them necessary. **Guidance should be sought from the child's GP or paediatrician.** Children can only be transported if it is safe to do so. Where school provides home/school transport, care plans will be available to staff who are operating the minibus.

Parents and Carers

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

It is important that professionals understand who has parental responsibility for a child.

If a child is 'looked after' by a local authority, the child may either be on a care order or be voluntarily accommodated. A Care Order places a child in the care of a local authority and gives the Local Authority parental responsibility for the child. The local authority will have the power to determine the extent to which this responsibility will continue to be shared with the parents. A local authority may also accommodate a child under voluntary arrangements with the child's parents. In these circumstances the parents will retain parental responsibility acting so far as possible as partners of the local authority. Where a child is looked after by a local authority day-to-day responsibility may be with foster parents, residential care workers or guardians.

Parents should be given the opportunity to provide the head with sufficient information about their child's medical needs if treatment or special care needed. They should, jointly with the head, reach agreement on the school's role in supporting their child's medical needs, in accordance with the employer's policy. Ideally, the head should always seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

The Employer

The employer is responsible for making sure that staff have appropriate training to support children with medical needs. Employers should also ensure that there are appropriate systems for sharing information about children's medical needs at Keelman's Way School for which they are responsible. Employers should satisfy themselves that training has given staff sufficient understanding, confidence and expertise and that arrangements are in place to up-date training on a regular basis. A health care professional should provide written confirmation of proficiency in any medical procedure.

NHS Primary Care Trusts (PCTs) have the discretion to make resources available for any necessary training. Employers should also consider arranging training for staff in the management of medicines and policies about administration of medicines. Complex medical assistance is likely to mean that the staff will need specialised training. This should be arranged in conjunction with local health services or other health professionals. Managing medicines training should be provided by whoever is relevant to the training.

The Governing Body

The governing body monitors the implementation of the school policy termly at governing body meetings through information shared in the Head Teacher report. Governing bodies retain responsibility for health and safety; they can delegate tasks to head teachers and school staff.

The Head Teacher or Head of Setting

The Head is responsible for putting the employer's policy into practice and for developing detailed procedures. Day to day decisions will be taken according to circumstances with consultation with other professionals who are working closely with nursing staff from PCT.

Training and updates take place regularly and are recorded in the school training diary

The Head makes policy known to Staff and parents and the contents shared with school staff at staff training sessions. Parents should keep children at home when they are actually unwell. We have no facility or staffing in school to take care of sick children.

Teachers and Other Staff

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents and health professionals should provide this information.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. At different times of the day other staff may be responsible for children, such as lunchtime supervisors. It is important that they are also provided with training and support.

Recording of any medical involvement will be done by the Evolve login. Staff have a password that they must protect. The care plans will be scanned to be included where parents can agree to this. There is space on the Evolve documentation to record every intervention and a named person can be added as a witness. Medication will be given only when parent have given written permission. Verbal will not be sufficient.

Storing of staff medication in school

All staff at Keelman's Way school have a duty to provide a safe environment for our pupils and not to impose any danger. Therefore, all medication brought into school for personal use should be placed in the locker next to the central area. **The failure to do this and the event of child consuming the medication is the responsibility of that individual staff member.**

The Local Authority

In community, community special and voluntary controlled schools and community nursery schools, the Local Authority, as the employer, is responsible for all health and safety matters

Primary Care and NHS Trusts

PCTs have a statutory duty to purchase services to meet local needs. PCTs and NHS Trusts may provide these services. PCTs, Local Authorities and school governing bodies should work in cooperation to determine need, plan and co-ordinate effective local provision within the resources available.

PCTs **must** ensure that there is a medical officer with specific responsibility for children with special educational needs. PCTs and NHS Trusts, usually through the school health service, may provide advice and training for staff in providing for a child's medical needs. Some children with medical needs receive dedicated support from specialist nurses or community children's nurses. These nurses often work as part of a NHS Trust or PCT and work closely with the primary health care team. They can provide advice on the medical needs of an individual child, particularly when a medical condition has just been diagnosed and the child is adjusting to new routines.

Ofsted

During school inspections Ofsted inspectors must evaluate and report on how well schools ensure pupils' care, welfare, health and safety. Ofsted will look to see whether 'administration of medicines follows clear procedures'.

During LEA inspections Ofsted will look at support for health and safety, welfare and child protection. Ofsted will look to see that 'Schools are well supported in developing their health and safety policies and receive comprehensive guidance on dealing with medical needs.' From September 2005, LEAs' services will be inspected within multi-inspectorate joint area reviews of children's services. Inspectors propose to assess that steps are taken to provide children and young people with a safe environment, including that the safe storage and use of medicines is promoted.

Storing Medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature and expiry date) and 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.

Hygiene and Infection Control

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures

All staff understand and are trained in the school's general emergency procedures. These are as follows and are displayed in each room:

Keelman's Way School

In the event of a medical emergency

- 1. Take care of the child and follow any care plan instructions as stated**
- 2. Summon extra help including a member of Admin team or SMT who will call the ambulance whilst you care for the pupil**
- 3. The call will be placed by mobile phone and the details given to the call handler as follows**
- 4. The caller will raise the call as NEAS level 1 and provide the name of the child and a description of their symptoms and any care plan advice as required**
- 5. School address and postcode NE31 1QY**
- 6. Caller provide the exact location of the patient within the school setting and how best to access school**
- 7. Admin team or SMT will meet the ambulance at the gate to guide them in**

All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.¹

As part of general risk management processes Keelman's Way School have arrangements in place for dealing with emergency situations.

A parent should always accompany a child taken to hospital by ambulance, only if a parent is unavailable should a member of staff go, if they do they should stay only until the parent arrives.

Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

The ambulance visit must be recorded and an incident on Evolve.

Confidentiality

The Head and staff will always treat medical information confidentially. The Head should agree with the parent, who else should have access to care plans and other information about a child. All care plans will be shared with relevant staff.

Children should be given medication and any medical procedures undertaken with due care and consideration to the dignity of the child.

¹ For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the School Nursing Team will provide this level of training and education.

Signed.....
Head Teacher

Date.....

Signed.....
Chair of Governors

Date.....

Completed Autumn 2020
Review Autumn 2022

Staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date



Parental agreement for school to administer medicine

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

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When and how to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school/setting _____

Note: Medicines must be the original container as dispensed by the pharmacy or sent to school in the appropriate measuring

Daytime phone no. of parent or adult contact _____

Name and phone no. of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if a change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ Print Name: _____

If more than one medicine is to be given a separate form should be completed for each one.



Parental agreement for school to administer medicine

Administration of emergency medication

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

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Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

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