



Clifford Holroyde Specialist SEN College

MANAGEMENT OF MEDICINES IN SCHOOL POLICY

Introduction

This policy has been written in accordance with the Department For Education guidance “Supporting pupils at school with medical conditions” published in April 2014. The legislation this guidance is issued under is section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

This policy is written in conjunction with the “Special Educational needs and disability code of practice 0:25yrs” published in August 2014 as well as the above guidance. This is because all pupils on roll at Clifford Holroyde have Specialist Educational Needs and as such have a Statement of SEN / Educational Health Care Plan.

At our school a percentage of pupils take regular prescribed medication. In the event that this medication needs to be administered in school, then the administration of such medicine will be carried out by designated members of staff as stated further into this policy under the section Roles and Responsibilities.

This policy also takes into account the Department of Health “Guidance on the use of emergency salbutamol inhalers in schools” which came into effect in September 2014.

Roles and Responsibilities

The Governing Body:

The governing body of Clifford Holroyde must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

The governing body will ensure that the school work with other health professionals and support services to ensure that pupils with medical conditions receive an education. This at times will require flexibility and possibly part time attendance at school coupled with alternative provision. As well as re- integration plans back into school when a pupil has had a long period of absence. Each child will be treated on an individual basis and plans for their education will reflect this. (See individual health care plans also.)

The governing body will also ensure that staff are trained appropriately in order to support those pupils with medical needs and will monitor this policy and procedures throughout the academic year.

Headteacher and Senior Leadership Team:

The Headteacher and senior leadership team will ensure that this policy is implemented within the school. This includes making sure all staff are aware of their roles and responsibilities.

The Pastoral Care Manager will develop individual health care plans for those pupils with medical needs with advice from health professionals, support agencies, parents and the pupil themselves. The information gained will then be cascaded out to the staff as a whole.

The Headteacher and Deputy Headteacher will monitor this as well as ensuring all staff are supporting those pupils with medical needs.

School Staff:

Any member of staff at Clifford Holroyde may be asked to provide support to pupils with medical conditions. Although administering medicines is not part of a teachers' professional duties they should take into account the needs of our pupils. Staff will receive sufficient training in order to deal with pupils who do have specific medical conditions.

Staff who assist with any form of medicine in accordance with the procedures detailed within this policy and guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described within the policy. Staff will be known as designated staff.

After consultation it was decided that those designated staff would be members of the Senior Leadership Team.

All staff however, will be trained to spot the signs and symptoms of specific illnesses such as Asthma. (See Asthma Policy).

Parents:

Parents are key when it comes to giving information about their child's medical needs. Parents are asked to provide up to date information about their child's condition and ensure the school have the correct medication within school. Parents should at all times be easily contactable and are responsible for ensuring the school should have an alternative up to date emergency contact number.

Pupils:

After consultation with parents during the completion of individual health care plans if it is felt that that individual is capable, competent and responsible enough to manage their own medication and procedures then that is what the school will support under an appropriate level of supervision.

Where possible the school will allow pupils to carry their own medication such as inhalers on their person for self medication.

Managing Medicines on School Premises:

Where possible it is asked that medicines should be prescribed in dose frequencies that mean that they can be taken outside of school hours e.g three times a day could mean morning, after school and bedtime.

In general school will not administer non prescribed medication e.g Paracetamol however, if a child suffers from acute pain, such as migraine, parents should authorise and supply appropriate pain killers for their child's use. Before administering this parents should be informed and asked.

NOTE: A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

School **will only** accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but generally will be in the form of a pen or pump rather than original container.

Medicines such as inhalers, blood glucose testing meters and adrenaline pens will always be readily available to the pupil who requires it and not locked away. However it will be kept within a safe office.

For those pupils who have been prescribed a controlled drug processes are different. The controlled drug will be kept in a locked non portable container and only named staff which in our school is the senior Leadership team will have access. Records will be kept of any does administered. These records will include how much was administered, when and by whom. It is to be noted that staff should only administer medication direct from the container that it was dispensed in and in accordance with the prescriber's instructions.

If medication is changed or stopped then it should be returned to the parent in order to dispose of.

Any side effects following the administration of a medicine should be noted and parents informed.

If a pupil refuses to take his medication in school then parents / carers will be notified.

When a pupil in school, or on a trip / residential has been prescribed medication and fails to take it or refuses prescribed medication when offered, then the school cannot guarantee the Health and Safety of that pupil and therefore cannot meet that pupil's needs until the medication regime is clearly followed by that pupil.

Record Keeping

A record of any medicines administered should be kept and must be clear and concise.

In our school each pupil whom receives regular medication will have their own bound record of medication book that will as mentioned before have the type of medication, dosage and time to be taken clearly labelled on it.

Both administration and supervision of self -administration should all be recorded within the bound record book and also noted should be any side effects.

All Individual Health Care Plans (See Appendix 1) should be kept with the bound medication book for ease of reference.

Administration Of Medicine

As mentioned previously designated members of staff will administer medication and will have received appropriate training.

Medicine should be administered in an appropriate confidential room e.g Curriculum Enhancement Team office.

Off Site Administration of Medicines

If medication is to be administered off site due to the timing of medication being unable to be changed then again these medicines should be administered from the original container and the bound off site medication book completed.

Home To School Transport

Drivers transporting pupils to and from school will not administer medication and should not be asked to do so.

Emergency Medicines and Procedures

Emergency medicines is administered and recorded following the same processes as set out previously.

Each pupil's Individual Health Care Plan (IHCP) will clearly state what constitutes as an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures.

In the event of a pupil needing to be taken to hospital then staff should stay with the child until the Parent / carer arrives.

(Please refer to First Aid Policy regarding emergency procedures.)

Appendix 1