

# Springwood Heath Primary School

## Medication Policy



Approved by: Governing Body

Date: April 2020

Last reviewed on: April 2020

Next review due: April 2022

## **Supporting children and young people with Medical Conditions in school.**

### Policy and Implementation Guidance.

#### **Rationale:**

At Springwood Heath we recognise that many children will at some time need to take medication in school. For most this will be short-term, perhaps finishing a course of medication. Other children may have medical conditions such as asthma or diabetes that if not properly managed could limit their access to school. Some children have conditions that also require emergency treatment, e.g. epilepsy. Children with such conditions are regarded as having health care needs. Most children with health care needs are able to attend school regularly, and, with support can take part in most school activities. A positive response by Springwood Heath Primary School to the pupils' health care needs not only benefits the child directly, but also can also positively influence the attitude of the whole school and community.

#### **Aim:**

We will work in partnership with parents, pupils and health professionals to ensure that children who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to learn at school, thus having a better opportunity to achieve their potential.

#### **Legal Framework:**

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. Statutory guidance for supporting pupils with medical conditions from the Department for Education (December 2015) stated:

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

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some children may also have special educational needs and may have an Education Health Care Plan which brings together health and social care needs as well as their special educational provision. This guidance complies with the Special educational needs and disability (SEND) code of practice under part 3 of the Children and Families Act 2014.

#### **Roles & Responsibilities:**

Supporting a child with a medical condition within school is not the sole responsibility of one person. At Springwood Heath we recognise that we need to have cooperatively working arrangements between all those involved – school staff, healthcare professionals, parents/carers and the children to ensure that the needs of any child with medical conditions are met effectively.

#### **Governing Bodies:**

##### **The school's Governing body has a responsibility to:**

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure that arrangements are in place to support children 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.
- Ensure all parents are fully aware and understand their responsibilities. (Appendix D)

**Headteachers:****The school's Headteacher has a responsibility to:**

- Ensure that Springwood Heath Primary School's policy is developed and effectively implemented with all partners involved.
- To liaise between interested parties including child/young people, school staff, SENCO, support staff, school nurses, parents, governors, the school health service, the LA and local emergency care services and seek advice when necessary.
- To ensure that all staff that need to know are aware of any child's condition.
- To ensure that sufficient staff are trained to deliver against individual health care plans, including contingency and emergency situations.
- Ensure that all staff, including new staff and supply staff knows the medical conditions policy.
- Monitor and review the policy at least once a year and update according to review recommendations and recent local and national guidance and legislation.

**Parent/Carers:****The parents of a child/young person at Springwood Heath have a responsibility to:**

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and date of birth.
- Ensure that their child's medication is within expiry dates.
- Inform the school if your child is feeling unwell.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed on to them.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

**Pupils:**

Children with medical conditions are often best placed to provide information about how their condition affects them.

Children at Springwood Heath are fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Healthcare Plan and/or Enhanced profile.

**School Staff:****All staff at Springwood Heath have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- Be aware that medical conditions can affect a child/young person's learning and provide extra help when child/young people need it.
- Understand the policy and how this impacts on children and young person's education.
- Know which child/young people in their care have a medical condition and be familiar with the content of the child/young person's Individual Healthcare Plan/Enhanced Profile.
- Allow all child/young people to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure child/young people who carry their medication with them have it when they go

on a school visit or out of the classroom.

- Be aware of child/young people with medical conditions who may be experiencing bullying or need extra social support.
- For staff to receive the appropriate training from health professionals if supporting children with medical conditions and to ensure their training is kept up to date.
- Understand the common medical conditions and the impact it can have on child/young people.
- Ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure child/young people have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### **First aiders at Springwood Heath have a responsibility to:**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and to complete the paperwork on line.
- When necessary ensure that an ambulance or other professional medical help is called.
- To have confidence in dealing with emergency situations that may arise and have had appropriate training.
- To ensure their First Aid training is up to date
- Ensure the Parental Agreement for setting to Administer Medicine, (Appendix A) a record of medicine administration to an individual child, (Appendix B) and a record of medicine administer to all children (Appendix C) has been completed.

#### **Home/School liaison Officer:**

- To know which children have a medical condition and which have special educational needs because of their condition.
- To monitor children's attendance and punctuality and consider additional support alongside the Headteacher/Associate Headteacher.

#### **School Nurse:**

- Has a responsibility to notify school when a child has been identified as having a medical condition which will require support in school.
- To support the school on implementing children's individual healthcare plans and provide advice and liaison e.g. training.
- To provide medical care to those children within the enhanced provision or for those children with more complex medical conditions.

#### **Emergency Procedures:**

Springwood Heath Primary School has a general Health and Safety policy that includes risk assessments.

Children should know what to do in the event of an emergency, such as telling a member of staff.

If an enhanced child is unwell, school nurse must be informed immediately.

The school office staff are responsible for calling the emergency services.

Staff should not take a child to hospital in their own car. It is safer to call an ambulance. If the child's parent/carer is unable to accompany their child, then a member of staff will accompany their child and will stay until the parent/carer arrives. Basic medical information about the child, identifying data and contact details should be taken to hospital by the school staff. Information for children who are part of the schools' enhanced provision is available from school nurse.

Return taxi fair is available in the school office.

School nurse is responsible for any decisions on medical treatment when a parent/carer is not available.

#### **Administration - general:**

- All staff at Springwood Heath understand the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to

administer medication or supervise a child/young person taking medication unless they have been specifically contracted to do so and it is written within their job description.

- All use of medication defined as a controlled drug, even if the child/young person can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- There are several members of staff at Springwood Heath who have been specifically contracted to administer medication and received the relevant training from healthcare professionals.
- If a trained member of staff, who is usually responsible for administering medication, is not available then we will make alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a child/young person at this school refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- If a child/young person misuses medication, either their own or another child/young persons, their parents are informed as soon as possible. These child/young person are subject to the school's usual disciplinary procedures.

#### **Administration – Emergency Medication:**

- All child/young person with medical conditions has easy access to their medication.
- All child/young people are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they are able to begin taking responsibility.
- A child/young person who does not carry and administer their own medication knows where their medication is stored and how to access it.
- Children/young people who do not carry and administer their own medication understand the arrangements for a member of staff (and the secondary member of staff) to assist in helping them take their medication safely.

#### **Analgesics (Painkillers):**

The Early Years Statutory Framework allows children to be given analgesics. However, written permission must be given beforehand and for staff to follow the same recording procedures followed by prescribed medication.

Once written permission has been given, it does not have to be provided on each occasion. For children who regularly need analgesia (e.g. migraine), an individual supply of their analgesic will be kept in school. A clear policy will be agreed with the child's parents/carers detailing under what circumstances the analgesic will be given and a risk assessment linked to its storage completed.

Children will not be given any medicines containing aspirin or ibuprofen unless prescribed by a doctor.

#### **Over the Counter Medicines (non- prescription)**

Over the counter medicines, e.g. hay- fever treatments, cough/cold remedies will only be accepted in exceptional circumstances and agreed by the Headteacher/Associate Headteacher and will be treated in the same way as prescription medication. The parent/carer must label the container with the child's name, dose and time of administration and complete a Consent Form (Appendix A) Staff should check that the medicine has been administered without adverse effect in the past and that the parents have certified that this is the case- a note to this effect should be recorded in the written parental agreement.

The use of non prescribed medicines should normally be limited to a 24 hour period.

If symptoms persist parents/carers should seek medical advice.

Other remedies, including herbal preparations will not be accepted.

### **Antibiotics:**

Parents/carers are encouraged to ask their GP to prescribe an antibiotic which can be given outside school hours whenever possible.

Most antibiotic medication will not need to be administered during the school day. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parent/carers must complete the Consent Form (Appendix A) and confirm that their child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home at the end of the school day by the parent/carer. (Older children may bring in and take home their own antibiotic if considered appropriate by the parent/carer and teachers)

Whenever possible the first dose of the course and ideally the second dose, should be administered by the parent/carer.

### **Unacceptable practice:**

The school uses its discretion and professional judgment on individual cases but it is not generally acceptable practice to:

- Prevent a child/young person from easily accessing their medication or inhalers when or where necessary.
- Assume that every child with the same condition requires similar or the same support.
- Ignore the views of the child/young person and their parents
- Send children/young people home frequently or prevent them from staying for school activities.
- Send a child unaccompanied to the school office, medical room or first aid room if they become ill.
- Penalise their attendance records if their absences are related to their medical condition e.g. operations.
- Prevent pupils from drinking, eating or taking toilet or other breaks in order to effectively manage their own medical condition.
- Require parents or make them feel obliged to attend school to administer medication or provide medical support.
- Prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes school visits, e.g. requiring the parents to accompany the child.

### **Record Keeping:**

At Springwood Heath we keep clear and up to date records which support the planning and access to school

#### Administration/Admission forms:

Parents are asked if their child has any health conditions or health issues on the schools admission form.

#### School Medical Register:

Due to the complex medical needs of children within Springwood Heath, school nurse keeps an up to date record of those children who require Individual Care plans and those children whose medical needs do not require a plan but receive regular medication for their condition.

School nurse follows the LCH policy for Storage and Administration of Medicines for staff working in Liverpool Community Health Special Schools.

School keeps an accurate record of each occasion an individual child is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and times are recorded. If a child refuses to have medication administered, this is also recorded and parents are informed as soon as possible. (Appendix B & C)

### Individual Healthcare Plans:

- Plans are drawn up by school nurse with input by specialist health professionals, parents and the child e.g. epilepsy care plan.
- The plans record important details about the child's medical needs at school, their triggers, signs, symptoms, medication and the level of support needed.
- Parents need to ensure the plans are updated if their child's medication, treatment or conditions change.
- Where the child has SEND their Healthcare plan will be linked to our schools graduated approach of Assess, Plan, Do, Review and will be reviewed at the child's Planning for Progress meeting or as part of their Education Health Care Plan.
- Individual Health Care Plans are stored with school nurse. Copies to specified members of staff have been agreed by the child and their parents/carers.
- All members of staff who work with individuals/groups of children can access children's health needs through their enhanced profile which provides support to their teaching and learning.

### **Consent to administer medicines:**

- If a child requires regular prescribed, short course of medication or non prescribed medication at school, parents are asked to provide consent giving the child or staff permission to administer medication on a regular/daily basis if required. (Appendix A)
- For children who have complex medical needs requiring regular medication, school nurse follows the LCH policy for Storage and Administration of Medicines for staff working in Liverpool Community Health Special Schools.

### **Safe Storage:**

- There are identified members of staff who ensure the correct storage of medication at school – Mrs Quirk, Mrs Bushell, Mrs Brislen.(First Aiders)
- All controlled drugs are kept in a locked cupboard and only named First Aiders access, even if the child/young person normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin are always readily available to children and not locked away.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- School nurse checks the expiry dates for all medication stored within the medical room.
- Named First Aiders along with the parents of children/young people with medical conditions, will ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored in its original containers/packages.
- All medication is labelled with the child/young persons name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication will be stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

### **Safe storage – emergency medication:**

- Emergency medication is readily available to children who require it at all times during the school day or at off –site activities. If the emergency medication is a controlled drug and needs to be locked up, it will be found within the medical room. If off site, the emergency medication will be held by

the lead teacher or nominated support staff and the children will know who holds their medication.

#### **Safe storage – non emergency medication:**

- All non –emergency medication is kept in a lockable cupboard within the First Aid room. Children will know which First Aider to find to be given their medication at the specified time.
- Staff ensure that medication is only accessible to those for it is prescribed.

#### **Safe disposal:**

- Parents will be asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- School nurse is responsible for checking the dates of medication within the medical room and will arrange for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. A sharps box can be found within the medical room. Nurse makes arrangements be for their safe disposal.
- If a sharps box is needed on an off-site or residential visit the lead teacher or named support staff is responsible for its safe storage and return it to school or the child/young person's parent.

#### **First Aid Boxes:**

The school has 12 qualified First Aiders on the staff, (Liz Eaton, Kathy Quirk, Lorraine Brislen, Lisa Bushell, Abigail Hanley, Jane Nagus, Julie McMahon, Emma Atherton, Lesley George, Terrell Garbe, Leanne Moore, Rachel McGrath,) There is an equipped medical room and first aid boxes are available in each classroom, the pool and in Reception. Simple injuries e.g. cuts and grazes needing no more than on site first aid, are treated by the staff on duty at playtimes and staff and midday supervisors at lunchtime and Kathy Quirk/Lisa Bushell are informed in order to record the child's injuries in the school's accident record book (online). Children who have bumped their head will receive a wrist band to inform all staff members and parents are notified by letter. For serious bumps or conditions that worsen parents will be informed immediately.

Please ensure that appropriate aid is given to the person or persons involved.

The procedures set out below must then be followed.

1. For simple injuries to children e.g. cuts, bruises, please complete the Springwood Heath Accident/Incident file accessed via the shared drive, with the child's name, class, the incident, the action taken, date, time and if parents/carers were informed (by letter, phone call) This should be completed by one of the named first aiders.
2. There are now new procedures for reporting accidents. For a full explanation of the procedures please visit Ed Net: Services = Health and Safety = Reporting Accidents = Guidance Notes GN12
3. All accidents to **Staff whether significant or minor** as well as near misses and work related violence must be reported on the e-form found on Ed Net at = Service = Health and Safety = Reporting Accidents = on line form. It is the staff member's responsibility to complete this form. Please use the schools e mail address when prompted: springwood-ht@springwoodheath.co.uk If visitor/non- staff member/child has an accident then this form should be completed by a named first aider or seek advice from the school business manager. .
4. If an accident is of a more significant nature and requires a visit to hospital, or results in being absent from work/school etc., then it will need to be reported under RIDDOR by completing the on line form, indicating that this is reportable, it must also be reported to the Headteacher, Associate Headteacher or the School Business Manager at the time of the accident.
5. All Incidents in school, including acts of physical violence which result in an employee being unable to fulfil their normal duties must be reported via the on line form as above.

6. If a child or adult suffers a serious illness e.g fit or seizure that requires an ambulance to be called, the school nurse should be consulted if she is present, otherwise a first aider. Ideally a member of the office staff should be the one to call the emergency services when required. The Head teacher or Associate Headteacher must be informed immediately

### **Procedures for reporting accidents**

All 'near misses' must be reported to the Business Manager or Associate Headteacher (A near miss is anything that has the potential to become an accident.

### **Off-site and Residential visits**

- Parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day activity. This form requests up-to-date information about the child/young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children/young people manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All parents of a child/young person with a medical condition attending a off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.
- The lead staff member will have copies of all visit paperwork including risk assessments for all children where medication is required.

### **Staff Training:**

A healthcare plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. School staff will not give medication without appropriate training from health professionals. Springwood Heath will arrange appropriate training in conjunction with the School Health Services, (North Liverpool PCT and /or Community Paediatric Department, Royal Liverpool Children's Hospital – Alder Hey.) Individual staff are responsible for notifying school when their training requires updating and for ensuring that this is arranged. Staff involved in specific complex procedures, e.g. medication via gastrostomy tube, oxygen therapy, administering diazepam will receive a certificate following training, accrediting their ability to perform the procedure.

### **Hygiene/Infection Control:** (See Infection Control Guidelines)

All staff will have access to protective disposable gloves/aprons and will take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Intimate or Invasive Treatment:**

Appropriate training and guidance will be given within the Individual Child's Healthcare Plan. Springwood Heath will attempt to arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment as this will minimise the potential for accusations of abuse. Staff will protect the dignity of the pupil as far as possible, even in emergencies.

### **Staff Liability:**

Staff who assist with any form of medication in accordance with the Springwood Heath procedures are explicitly reassured that they will be acting within the scope of their employment and they will be indemnified. (Except in cases of fraud, dishonesty or criminal offence.)

**Complaints procedure:**

If parents or carers have concerns or are dissatisfied with the support provided they should directly contact the school and follow the complaints procedure.

April 2020

# **Appendix A: Parental Agreement for setting to Administer Medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

## **Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

# **Appendix B: Record of medicine administered to an individual child**

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


**B: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



## **Appendix D: Parent Guide**

Springwood Heath Primary School will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during school hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell
- ensure your child catches up on any school work they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.