

Medicine Management Policy



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 Brook Infant School will ensure that these arrangements fulfil their statutory duties and follow guidance outlined 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.

Matt Brown

Matt Brown
Chair of Governors

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at Brook Infant School are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The Lead for Managing Medicines at Brook Infant School is Hazel Wellcome, Business Manager or in her absence Ceri Tinning, Office and Welfare Assistant. In their duties staff will be guided by their training, this policy and related procedures.

This policy relates to all aspects of Brook Infant School.

Children who attend the Brook Infant Nursery and Breakfast and After School Club will not offer parents the option for their child to be given paracetamol or antihistamine at school (as laid out in Medicine Form 1) nor will they be allowed to give children over the counter medications (as set out in Medicine Form 1B). All other aspects of this policy relate to both Nursery and Breakfast and After School Club.

Implementation monitoring and review

All staff, governors, parents/carers and members of the Brook Infant School community will be made aware of and have access to this policy. This policy will be reviewed biennially, and its implementation reviewed and as part of the Head teacher's annual report to Governors.

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 WSCC insurance policies. 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 under the Council's insurance fund.

Admissions

When the school is notified of the admission of any pupil the Lead for Managing Medicines will seek parental consent to administer short term-ad-hoc non-prescriptions medication using **Medicine Form 1: Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines' (Appendix 1)**. All new pupils complete an enrolment form which asks about current or historical allergies or medical needs/conditions. Based on this information, an assessment will be carried out and if any needs are identified, an Individual Health Care Plans (IHCP) may need to be developed. The school will endeavour to put arrangements in place to support all pupils 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 IHCP for pupils who:

- Have long term, complex or fluctuating conditions – these will be detailed using the IHCP Template (IHCP - Appendix 2)
- Require medication in emergency situations – these will be detailed using:
 - Medicines Form 2: Individual management for mild asthma (Appendix 3)
 - Medicines Form 3: Individual protocol for Antihistamine as an initial treatment protocol for mild allergic reaction (Appendix 4)
 - Medicines Form 4: Individual protocol for an EMERADE adrenaline auto injector (Appendix 5)
 - Medicines Form 5: Individual protocol for an Epipen adrenaline auto injector (Appendix 6)
 - Medicines Form 6: Individual protocol for an JEXT adrenaline auto injector (Appendix 7)

Parents/Carers should provide the Head teacher 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/carers, Head teacher, 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 call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. If a pupil refuses their medication, they should not be forced, the school will contact the parent/carers 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 and antihistamine, for administration with parental consent (Medicine Form 1) for symptoms that arise during the school day. (Nursery, Breakfast & Afterschool are exempt from this). All other medication must be supplied by the parent/carers 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 to the School Office with the appropriate consent form (Medicines Form 1A and 1B - Parent Consent to Administer Short Term Medicines (Appendix 1a) completed online. Form 1A is for prescribed medicines. Form 1A and 1B are for non-prescribed medicines. Non prescribed medicines can only be given for 48 hours. The school will inform the parent/carer of the time and dose of any medication administered by text. Please note that Nursery and Extended Schools are not allowed to administer non prescribed medicines.

Due to the age of the children at Brook Infant School medication must be in liquid form. Tablets will only be given in exceptional circumstances.

Confidentiality

As required by the General Data Protection Act 2018, 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 IHCP or EHCP. It is expected that staff with contact to 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/Carers consent to administer medication will be required as follows:

- **School administration of one off non prescribed medication (paracetamol/antihistamine)** - The school will request parent/carers consent to administer one off non-prescription by either using Medicine Form 1 (Appendix 1) when the pupil joins the school OR by contacting the parent/carer to gain consent at the time of administration (conversations will be recorded). The school will send annual reminders requesting parents/guardians to inform the school if there are changes to consent gained when the pupils joined the school. If the school is not informed of any changes by the parent/carer it will be assumed that consent remains current.
- **Prescribed and non-prescribed medication** - each request to administer medication must be accompanied by Medicine Form 1A/1B: Parental consent to administer medication form (Appendix 1A) or if applicable on the IHCP.

Please note Nursery, Breakfast and After School Club will not offer one off non prescribed medication to children, recorded on Medicine Form 1 nor will they administer non-prescribed medication, recorded in Medicine Form 1B.

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 CPOMS. Parents/carers 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 IHCP 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 below 'school administration of one-off medication' the school will administer the following non-prescription medications:

- paracetamol (to pupils of all ages)
- antihistamine

All other non-prescription medications will only be administered by staff, providing the parent can confirm;

- The time the medication was last administered, and this is recorded on Medicine Form 1A AND 1B (Appendix 1A);
- That the medication is licensed as suitable for the pupil's age;
- That the medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition;
- That administration is required more than 3 to 4 times per day;
- That the medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL);
- That consent is given on Medicine Form 1A and 1B (Appendix 1a) and confirmation 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;
- Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a Doctor's note. In the absence of a Doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours the school will advise the parent to contact their Doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.
- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression

of symptoms requires medical intervention, and parents/carers will be advised to contact their Doctor.

- Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.
- if parents/carers have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

Please note Nursery, Breakfast and After School Club will not offer one off non prescribed medications to children, recorded on Medicine Form 1 or will they administer non-prescribed medication, recorded in Medicine Form 1B.

School administration of one off medication (paracetamol/antihistamine)

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 for children and staff:
 - Standard Paracetamol will be administered in liquid or tablet form for the relief of pain i.e. headache, earache, temperature.
 - Ibuprofen will NOT be given as children at Brook Infant School are all under the age of 12 years.
- For mild allergic reaction – anti-histamine (see Anaphylaxis)

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. (Paracetamol and Antihistamine cannot be both on the same time).

Please note Nursery, Breakfast and After School Club will not offer one off non prescribed medication to children, recorded on Medicine Form 1 or will they administer non-prescribed medication, recorded in Medicine Form 1B.

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 12.30pm:

- The school will contact the parent/guardian and confirm that a dose of pain relief (Paracetamol) was NOT administered before school, this will include pain relief medication, Sudafed, cold and flu remedies, Lemsip etc and these conversations will be recorded. If a dose of pain relief has not been administered in the past 4 hours the school will with parental consent administer one dose.

- If there are separated parents, the school must get permission from the parent the child was with that morning.
- If the school cannot contact the parent/carer and therefore cannot confirm if pain relief (Paracetamol) was administered before school then the school will refuse to administer pain relief before 12.30pm.
- Emergency Paracetamol and Antihistamine cannot be given for a second day. If the child is likely to need either medication again the next day then the parent is expected to provide that medication and complete the appropriate medicines form.

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

- PARACETAMOL - The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8.30am).

If a request for pain relief is made after 12.30pm:

- The school will assume the recommended time between doses has elapsed and will with parental consent, administer one standard dose of Paracetamol without any need to confirm with the parent/carer if a dose was administered before school, 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/carer by text if pain relief has been administered this will include the type of pain relief and time of administration.

Please note Nursery, Breakfast and After School Club will not offer one off non prescribed medication to children, recorded on Medicine Form 1 or will they administer non-prescribed medication, recorded in Medicine Form 1B.

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. Parents are encouraged to ensure that all children have two inhalers in school. The school may ask the pupils parent or carer 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 IHCP'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 who recommend 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/carer(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.

Mild Allergic Reaction

Non-prescription antihistamine will with parental consent 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.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any activities after administration of the medication i.e. P.E.

Hay fever

Parent(s)/carer(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.

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 IHCP. 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 IHCP or EHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHCP 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 isn't 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 Medical Forms 2 to 6 for asthma or anaphylaxis (Appendix 3 to 7). 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 by the telephone in the School Office and Staff Room.

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.

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 IHCP 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 held by the pupil or kept in a clearly identified container in his/her classroom. The school will make an assessment as to the competency of each individual pupil to carry their own medication. Parents will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they 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 office fridge to which pupil access is restricted and 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 the medication date has expired, it will be returned to the parent/carer 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 Personal Care Plans.

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/ carer will also be informed if their child has been unwell during the school day and medication has been administered.

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.

Incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/carer. Details of the incident will be recorded locally as part of the schools' local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management 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 instructed and guided in the procedures 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. All school staff are trained annually 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 the correct consent form 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. Pupils or parent helpers 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.

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 IHCP or EHCP 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 IHCP 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.

Complaints

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

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