



Great Linford
Primary School

ADMINISTRATION OF MEDICINES POLICY

Policy April 2022

Review April 2023

1. **Introduction**

Great Linford School is an inclusive community that welcomes and supports pupils and staff with medical conditions.

It is our belief that all children and staff should be able to experience the whole school experience so where possible we aim to provide everyone with medical conditions the same opportunities as others at school.

At Great Linford Primary School we ensure that all staff understand their duty of care in the event of an emergency and what steps to take.

We understand that some medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood so we work in conjunction with the family, health community and other organisations to ensure that we have staff that are familiar with specific needs of those individuals.

We understand the importance of medications being taken to manage conditions or ailments and care is taken to ensure that all children that require them receive the right medication, at the right time and in the right dosage as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school and we ensure that staff receive training on the impact medical conditions can have on pupils.

2. **Policy framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions.

Great Linford Primary School provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.

No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. There may however be individual cases where as a school we feel unable to meet a medical need in which case we will take advice from the school nursing team and local authority before providing a decision.

- Risk assessments will be performed to establish the needs and requirements to support staff and children
- This school will listen to the views of pupils and parents and healthcare professionals.
- Our aim is for pupils and parents to feel confident in the care they receive from this school and that the level of the care provided meets the needs of the child/children.
- Staff understand the medical conditions of pupils at this school and that they may be serious and could adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- This school understands that children with the same medical condition may not have the same medical needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disabilities or medical conditions.

The medical conditions policy is supported by a clear communication plan for staff, parents and

other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the school's emergency procedures.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Staff will not take pupils to hospital in their own car.

3.0 Medical Condition Management

- Great Linford Primary School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- We make sure the needs of pupils with medical conditions are adequately considered by performing risk assessments to ensure that their involvement in structured and unstructured activities and extended school activities is safe.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Our school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions so they are accessible to all pupils. This includes out-of-school clubs and team sports.
- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- At Great Linford Primary School we make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child making appropriate adjustments and extra support as required.
- School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.

- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional in order to support educational needs and adjustments.
- Pupils at this school are taught what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visits. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks where possible.
- This school is committed to identifying and reducing triggers both at school and on out-of-school visits where possible.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers where possible.
- The IHP details an individual pupil's triggers and how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school will review all medical emergencies and incidents to see how they could have been avoided, and change school policy according to these reviews.

4.0 Sports & Exercise

Staff should be aware of those children whose condition may be exacerbated by taking part in sporting events before taking part.

Adjustments will be made to include children with medical needs to allow for inclusion.

For outside activities staff should also be aware of pupils who have been prescribed Epipens for severe reactions to bee/wasp stings.

5.0 Returning From Absence Due to Illness

We do not encourage children to miss lessons or to stay indoors during break and lunchtimes, so before a child is sent back to the school after an illness, parents/ guardians should ensure that he/she can cope with the whole day.

In the event that it is not possible for the child to take part in outdoor activities, provision will be agreed with the child, parent(s) and healthcare team.

6.0 Long-term Medical Problems

- Where there are children suffering from conditions which might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or Type 1 diabetes, a list is placed in each register, and the teacher is made aware of the condition, the treatment and any other relevant information.
- Where a condition is known to need specific intervention, e.g. administering buccal midazolam for epilepsy, the school will seek advice and training from a suitably qualified professional.
- Parents/ guardians are responsible for notifying the school of any known conditions or changes to medication / care plans.
- _____The school will ensure this information is updated.

- _____ The member of staff with responsibility for pupil records to ensure all lists are up to date and available to class teachers.

7.0 Administration of medication at school

Generally, the school can only, in exceptional circumstances, take responsibility for medicines and their administration. There are two reasons for this policy:

The risk that a child may take the wrong medicine or an incorrect dosage.

Staff should not have the responsibility, or liability for administering medicine.

In the case of long-term, chronic medical conditions, (e.g. type 1 diabetes, asthma) the school will make the necessary arrangements for children to receive the medication they are prescribed by a doctor.

Parents of any children who are prescribed medication during the school day will complete a form relating to dose and frequency of administration. This will be filed in the school office, and approved staff will administer medicine on the parents'. In these cases, our "Medicines in School" form must be completed, which gives the school permission to administer medication to the child. All medicines must be in their original containers with clear dosage instructions.

Great Linford Primary School has clear guidance on the administration, storage and usage of medicines and medical equipment within the school. **(Appendix 1, Appendix 2)**

- In the interests of safety, staff will follow the medicine administration protocol for all medicines that are administered
- Due to a change in local health care arrangements, it has been brought to the schools attention by the Milton Keynes Clinical Commissioning Group that General Practitioners and other health care providers may no longer prescribe over the counter medications for the management of minor ailments or the management of pain.

With this in mind the school will administer these medications, following the protocol below.

The school will not supply over the counter medicines and it remains the responsibility of the parents/guardians to ensure that the school is supplied with:

- The correct medication
- The correct concentration for the child's age
- The medication is in date
- In order for the medication to be administered safely the parent will be required to sign a form as needed.
- If the staff are unsure of what the medication is or how to administer the medication the school has the right to decline the request to administer the medication and will seek further advice.
- We understand the importance of the correct administration of medication in the management of medical conditions and ailments as detailed in the pupil's IHP.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- The governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.
- When administering medication, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil

with a medical condition requiring the administration of medication on off-site visits.

- Parents at Great Linford Primary School will notify the school immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, immediate advice will be sought via the emergency services (999 or 111 depending on the condition of the child), their parent is informed as soon as possible and the school's disciplinary procedures will be followed.
- We make sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities.

8.0 Medication Storage

- All medication, apart from inhalers, epipens or medication requiring refrigeration are to be secured in the school office. (If this presents a problem for parents, they are invited to discuss it with the Headteacher). Our objective is to safeguard children's health and safety.
- Medication requiring refrigeration will be clearly labelled and stored in the appropriate fridge.
- The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Great Linford Primary School will make sure that all medication are stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- We will only accept and store medication that is in date and labelled in its original packaging. The exception to this is insulin, which must still be in date but may be supplied in an insulin injector pen or a pump.

9.0 Record keeping.

- Parents are asked if their child has any medical conditions on the enrolment form.
- We use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Risk assessments performed to establish the needs of the children will be stored with the IHP
- This school has a centralised register of IHPs, and an identified member of staff (Julie Newton & Carol Mallett) has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staffs are made aware of and have access to the IHP for the pupils in their care.

Children with acute medical conditions that may lead to true life threatening emergencies have a notice board in the staff room with their picture and medical condition recorded on it so that there is an immediate record available for staff to reference.

- We make sure that the pupil's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any other party.
- •Before any extended day visit staff will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which will be taken on the visit.
- This school will keep accurate and up to date records of all medication administered, including the dose, time, date and supervising / administering staff. (**appendix 3, appendix 4**)

- Great Linford Primary School makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and the school keeps an up-to-date record of all training undertaken and by whom.

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Appendix 1

MEDICATION ADMINISTRATION PROTOCOLS

STEP 1	Notification of medication requirements is received detailing the name of the pupil, name of the medication with required dosage, administration times and storage details.
STEP 2	A consent form (a form of indemnity) is completed to enable the school to administer medication which should be signed by the pupil's parent/guardian and checked and signed by the designated member of staff receiving the medication
STEP 3	Where appropriate, a care plan is compiled and supplied to school by a suitable health care professional

ADMINISTRATION PROTOCOL

Step 1	Pupil arrives or is sent for, to enable administration of medication at due time
Step 2	A second member of staff must be present to witness administration of medication.
Step 3	Both staff check the administration sheet to ensure the medication has not already been administered.
Step 4	Confirm pupil's name and check administration sheet to identify required medication and parent/guardian consent.
Step 5	Check medication label to confirm pupil's name, medication name and dosage. Both staff members to confirm correct dosage prior to administration.
Step 6	Administer medication as detailed in agreed consent form with witness present & watching.
Step 7	Complete all fields of medication administration sheet recording both staff names
Step 8	Once course is finished, administration sheet to be removed from Current Medicines file and any unused medication to be returned home or disposed of.

Appendix 2

ADMINISTRATION OF MEDICATION AND ASTHMA POLICY

Safeguarding Statement

At Great Linford Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at Great Linford Primary School.

We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

1. Guidance on the administration of medication (general):

- Non-prescription medicines are now welcomed in the school providing parents sign each day at the school office to state the time the last dosage was administered. (Specified on each child's individual form)
- If medicine is prescribed 3 times daily, parents are advised to administer before coming to the school and after school hours
- If medicine has to be administered in the school then parents/guardians are requested to sign a form of indemnity and ensure the prescribed medicine is clearly shown.
- Supply the exact dose (and a syringe/spoon) or the correct number of tablets/capsules which the child can self-administer.

All parents must give written permission for the medicine to be on site and state the exact dose and timing of said medicine. This will be formally recorded with parents/guardians and school signatures.

2. Aims

The school will regularly seek medical advice and guidance on the best procedures to support pupils to enable them to take part as fully and safely as is possible in all school activities.

We expect parents/ guardians to advise the school of their child's specific medical needs. Details will be recorded and held on the school's computer system, this includes asthma and anaphylaxis, epilepsy, Type 1 diabetes. A care plan (from the School Nurse) will be put in place if necessary.

3. Children with inhalers

Inhalers for all pupils should be kept in a controlled environment ('The School Medical Room'). Parents complete a permission form providing the details of the inhaler and dosage. This form is filed in the medical room's medicine consent folder. The inhalers are stored in unlocked class trays in the medical room. Where agreed in the plan of care, inhalers will be taken out of the school for off-site activities. Information for each pupil will be updated as appropriate and checked at the beginning of each academic year. It is the responsibility of parents/guardians to ensure that any medications (including inhalers and EpiPens) stored at or brought into the school, have not reached their expiry date.

4. Obtaining and Recording Accurate Information

Great Linford Primary School will ask all parents/ guardians of new entrants whether their child has any medical conditions and / or complex health needs. This information will be stored on the school's computer system. If appropriate this will be noted on a personalised care plan and will be updated as necessary. The records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;

- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the child.

4. Access to Medicines and Inhalers

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), children will need permanent free access to their location. Inhalers and epipens will be stored in a designated place in the First Aid Room. All other medicines will be stored in a designated central location (locked cupboard in First Aid in office. All inhalers, capsules and epipens will be labelled with the pupil's name and class.

N.B. Staff do not administer medicines to pupils unless specifically agreed and are trained to do so, e.g. Epipens. However, pupils will be given assistance to self-administering if written authority is provided by the parents.

