

Heart of the Forest Community Special School
Administration of Medicine Policy

This policy should be read in conjunction with the Safeguarding and Child Protection/Vulnerable Adult Policy and policy for Supporting Pupils with Medical Conditions.

Introduction

Heart of the Forest Community Special School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them. There will also be occasions when pupils have short term medical needs.

While there is no legal or contractual duty on staff to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone.

This policy will outline the administration of medicines procedure at Heart of the Forest Community Special School as follows:

1. Storage and disposal of medication
2. Administration of medication
3. Emergency medication
4. Recording
5. Transport of medication
6. Managing medications during off-site/residential visits
7. Prescribed enteral feeds
8. Roles and responsibilities

Storage and disposal of medication

Pupil medication is locked in class based safes. All medication **MUST** be provided in its original packaging with the prescription label present and the medication

information leaflet available. The exception to this is insulin, which must still be in date and provided with instruction, but will generally be transported inside an insulin pen or pump rather than in its original prescription box.

Tablet medication will be stored in the safe inside a clear plastic zip wallet with the pupil's name on to ensure all blister packets are kept together inside the prescriptive packaging.

Pre-loaded dose emergency medications such as buccal midazolam must also be individually labelled by the pharmacy. If the syringes are not individually labelled the medication must remain complete in its original packaging with the prescription label present. However it is important to note that best practice is for individual labelling where possible.

Medication that is temperature sensitive will be kept in the lockable fridge that is located in the Medical Room. The temperature of the fridge will be checked to ensure that the temperature range is between 2 and 8 degrees centigrade.

All emergency medications such as adrenaline, inhalers and anticonvulsants should be in the vicinity of the individual pupil at all times. There may however be instances where it is felt that this limits the independence of the individual; in which case this will be discussed with parents/carers and relevant medical professionals to assess the risk and agreement will be sought that a particular pupil may move within the interior of the school without their emergency medication being directly with them. In this case all school staff would be made aware of this to ensure that medication can be accessed and administered promptly and within the required timescale.

Each morning emergency medications are signed out of the classroom safes (Appendix 2) and stored in an individual bum-bag carried by a member of staff working with the pupil who is trained to administer. At the end of the school day the medication remains in the individual bum-bag and is returned to the classroom safe and signed back in (Appendix 2).

School staff should not dispose of medicines. Parents and carers are responsible for ensuring that date expired or unrequired medications are returned to the pharmacy for safe disposal. In exceptional circumstances the designated member of staff may return medication to the pharmacy with the knowledge of the Senior Leadership Team.

Sharps containers should always be used for the safe disposal of needles and other sharps. Where possible these should be provided by parents/carers as part of the equipment required to meet the needs of the child. There is also a spare sharps container held in the locked cupboard by main reception. When a sharps container has reached its designated fill line, the box should be locked securely and arrangements made for its safe disposal.

Administration of medication - prescribed

Medicines should only be taken at school when essential; that is where it would be detrimental to the pupil's health if the medicine were not administered during the school day. If medication needs to be administered 3 times a day it is likely that all doses can be given at home. We will only administer if the prescribing doctor has stated that the medication must be administered during the school day, or in exceptional circumstances that have been assessed and agreed by the school nurse/senior leadership team to best meet the needs of the child.

In order to identify medication needs of pupils within school, a medical information and consent form (Appendix 4) is sent out at the start of each academic year.

Parents can request that school staff administer prescribed medication by completing a medication care plan which includes all necessary information (Appendix 1). Medication will be given exactly as directed on the prescription label and we cannot accept any written or verbal change to the medication differing from that of the prescription label from the parent/carer. This must come direct from the prescribing doctor. The Pharmacy should not alter the script on medication. They should always print a new one.

With regard to inhalers school will not accept a prescription label which specifies "use as directed" and will ask parents to request that the pharmacy issues a prescription label which specifies the maximum dose and frequency.

We cannot accept permission to administer medication via a phone call from the parent or carer but we will accept written, signed consent in the home-school diary or via a letter for the first day of administration. We will then send a medication care plan home for subsequent doses.

We are unable to grind or crush any tablets unless stated on the prescription label, and a tablet can only be cut in half if it has a 'cut' line. Equally capsules cannot be opened unless pharmacy provides specific instructions to do so on the

prescription label. Where a full tablet or medicine measure is not required, as per prescription, excess will be safely stored in an appropriate sealed container for disposal at a later point.

In such case that parents/carers request the return of $\frac{1}{2}$ tablets that have been cut at school; this should be facilitated in a manner that is both safe and appropriately documented. School will not accept $\frac{1}{2}$ tablets into school and cannot give medication that has already been cut.

Medication will always be checked by two members of staff. The second member of staff will then also witness the administration of that medication to the pupil and countersign administration paperwork immediately after administration.

Where possible we would support pupils administering their own medications in consultation with parents/carers and commensurate with their levels of understanding. We would not however allow them to carry their own medication to, from, and during school due to the vulnerability of other pupils.

Administration of medication - non-prescribed

Parents can request that non-prescribed paracetamol be administered to their child by completing a temporary medication care plan (Appendix 1). The paracetamol must be supplied by parents/carers and transported to school appropriately as documented in the transport of medications section of this document. Non-prescribed paracetamol will not be administered for more than 3 consecutive days without seeking GP advice. Paracetamol supplied by parents should be labelled with the child's details. If parents wish this paracetamol to remain in school for potential future requirement then it will be locked in the classroom based safes. Prior to administering any pupil paracetamol for minor ailments without prior instruction from parents, staff will contact parents/carers to ensure that the maximum dose in 24 hours has not been exceeded and to ascertain the time of any previous doses to ensure adequate time has passed. Parents will be notified via the home/school diary of the time and dose administered.

Other non-prescription medication that school staff are able to administer following completion of a medication care plan include topical creams for skin complaints. Preventative creams, such as those used during intimate care procedures may be used over long periods of time. If however, with any non-prescription topical cream, staff feel that they are being used to treat an ongoing complaint then they may recommend parents seek medical advice.

Staff are unable to administer any medication containing aspirin or ibuprofen unless it has been prescribed by a doctor.

Administration of medication - 5 R's procedure

1. Right person - check the identity of the pupil against the name on the medication prescription label.
2. Right medication - check the medication name and strength against the care plan completed by parents/carers. Check the expiry date of the medication.
3. Right dose - check the dose of the medication against the prescription label and the care plan completed by parents/carers.
4. Right route - check that you are administering the medication via the right route e.g. oral, gastrostomy, naso-gastric tube. This information is often found on the prescription label, but will also be found on the care plan completed by parents/carers.
5. Right time - check that you are administering the medication at the correct time as per the prescription label and care plan.

Emergency Medication

All pupils with prescribed emergency medication in school will have an individual corresponding protocol that has been completed by the pupil's Consultant, GP and/or the Specialist Nurse. Alongside the protocol generated by their medical professional, there are additional care plans to be completed by parents that provide school staff with additional information surrounding the child's condition and management in an emergency (Appendix 5, 6 and 7). A copy of these protocols and care plans will be kept in the emergency bum-bags to ensure that medication can be administered promptly.

Schools are now able to keep a central salbutamol inhaler for use in an emergency should a pupil with a prescribed inhaler not have theirs available in an emergency. This inhaler is stored in an emergency kit, located in the main office alongside the central first aid kit and defibrillator. This inhaler should not be locked away (Department of Education guidance on the use of emergency salbutamol inhalers in schools, March 2015).

For those children with emergency medication, an advanced care plan or complex medical needs, they will also have a Medical Emergency Pack (Appendix 9) created by their class team. This will consist of all the relevant medical

information for that child, as well as copies of their individual protocols. This pack will be given to the paramedics in an emergency situation and can travel with the pupil to hospital.

Recording

Daily individual pupil records are kept of all medication administered at school (Appendix 3.1), In the case of controlled drugs this is within a classroom-held red bound book. If any entries are made incorrectly on medication registers they must not be crossed out or erased. Instead 'entered in error' must be written, signed, and then the correct entry made. Administration records should be completed immediately after administration and counter-signed by the member of staff who witnessed both the preparation and administration of the medication.

Each classroom will have a medications and prescribed feeds file that is sectioned per pupil. This file contains all relevant information associated with the administration of medications and prescribed feeds at school. This file is locked away when not in use to protect confidentiality. At the end of each academic year this file is given to the school nurse who will ensure the paperwork is archived appropriately.

Transporting of medication

Any medication transported to and from school should only be handled by responsible adults and must not be stored in pupil's bags. This includes emergency medications. It is the responsibility of parents and carers to ensure that a responsible adult receives and delivers the medication to school and the school is responsible for handing it back at the end of the day. This includes medication being transported to respite settings and back home again.

Medication sent to and from respite establishments and medication that accompanies the pupil daily on school transport is signed in and out of school (Appendix 8). Only members of staff employed by the school will sign over medication to transport. If a volunteer or student is asked to deliver a pupil to transport with medication the SLT member of staff on bus duty will witness the handover of medication and sign the appropriate form. It is the duty of the class team to inform the volunteer or student of this at the time but it will also be included in any induction.

At the end of the school year all outstanding medication is returned home along with a covering letter following the usual transport of medication procedure. Inhalers may be retained in school with the permission of parents/carers to ensure that they are available at the beginning of the academic year.

Managing medications during off-site/residential visits

If medication is required during an off-site day trip then it must remain complete in its original packaging along with a copy of the administrative paperwork and any relevant protocols. Pupils requiring medication will be identified on their individual off-site personal information cards which are taken on all off-site visits. Medication is signed into and out of school on the class off-site visit forms. All medication required during off-site visits will remain with an appropriate member of staff at all times.

If medication is required during a residential visit parents/carers are asked to send all medication in a week before the visit, along with relevant completed paperwork, so that we can ensure systems are in place for its administration. The medication will be stored in the main safe until the day of the residential and then will be transferred to a locked box. A named member of staff will be responsible for the overseeing of medication administration for all pupils. This member of staff will check and sign that all medication has been administered from a master timetable. Medication will be returned after the visit via the usual transport of medication procedure. Any issues with regard to medical needs will form part of the risk assessments completed for overnight stays.

Prescribed enteral feeds

Daily individual pupil records are kept of all enteral products administered at school (Appendix 3.2). All enteral products and feeds must be prescribed by a GP/Consultant/Dietician and must be supplied alongside an enteral feeding regime written by the pupil's enteral feeding team. Administration records should be completed immediately after administration and counter-signed by the member of staff who witnessed both the preparation and administration of the feed. Enteral products should be checked and treated in the same way that medication is, and staff will follow the guidance on the storage of these products as found on the enteral feeding regime.

Roles and responsibilities

Only staff who are appropriately trained will administer medication. On the school site this will generally be the designated members of class staff for administering regular medication but this may be any trained member of staff for emergency medication. Class teachers are responsible for ensuring that medication has been administered. In their absence a class teaching assistant will take responsibility. For non-prescribed medication the school nurse or a member of staff employed as a First Aider will make the decision to administer and will consult with parents and carers. For off-site visits the member of staff who signs the medication out is responsible for the administration and return of the medication. On residential visits and Early Years visits at least one first aider will be present. We have a school nurse on site who is able to give advice and support with the administration of medication.

A designated member of staff in each classroom will monitor the expiry dates of medication and prescribed feeds and will contact parents/carers if further supplies are needed. This is also the case for monitoring the expiry dates of emergency gastrostomy replacement kits.

Monitoring, Evaluation and Review

This policy undergoes a detailed review by all staff and Governors as appropriate from the date of this document.

Ratified at the full Governing Body meeting on 4th December 2018

Signed

Date.....

Chair of the Governing Body

Appendix 1

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
MEDICATION CARE PLAN

Heart of the Forest School will not administer medication to your child unless this care plan has been completed and signed.

Name of Child

Date of Birth

Allergies

Medical Condition or Illness
(For which this medication is prescribed)

Name and Telephone Number of
Prescribing Doctor

MEDICINE
Name of medicine
(As per prescription label)

Note: Medicines must be prescribed and supplied in the original container as dispensed by the Pharmacy with the prescription label visible. Medication will be given as directed on the prescription label so it is parent's responsibility to ensure this information is correct.

Dosage and method of
administration
(E.g. oral, gastrostomy,
nasogastric tube)

Time to be given

Special precautions (if any)

Are there any side effects?

Procedures to take in an emergency

Is there anything that we should NOT do?

PARENT/CARER CONTACT DETAILS

CONTACT 1 Name

Daytime telephone/contact number

Relationship to child

CONTACT 2 Name

Daytime telephone/contact number

Relationship to child

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

I consent to sharing of the information included in this care plan with relevant healthcare professionals if required.

Date Signature(s)

Print Name..... Relationship to pupil.....

Note: All medication to be administered in school must be clearly labelled with clear instructions on frequency and dosage. Medication must be handed to the transport escort or directly to an appropriate member of school staff and not placed in the pupil's school bag. Medication being transferred between settings via the school will be handled in the same manner.

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL

MEDICAL INFORMATION & CONSENT FORM

SURNAME:

FORENAMES:

D.O.B:

NAME OF FAMILY DOCTOR:

ADDRESS OF FAMILY DOCTOR:

TEL. FAMILY DOCTOR:

NAME OF PAEDIATRICIAN (if applicable):

Please delete YES/NO for consent to following treatments being administered by qualified school staff.

Plasters and First Aid: YES / NO
(Please inform class team of any allergies)

Un-prescribed topical creams (e.g. aqueous, sudocrem, E45) YES / NO

Note: Un-prescribed topical creams must be provided by parents/carers with clear instructions. They will not be applied for more than 3 consecutive days without seeking advice from your GP. Preventative creams, such as those used during intimate care procedures may be used for longer periods of time. If however, staff feel that these are being used to treat an ongoing complaint they may recommend medical advice.

I hereby consent that my child be treated as indicated above.

Signed: Parent/Guardian

Medical diagnosis:

Please indicate if your child suffers from

Epilepsy: YES / NO

Allergies YES / NO

Asthma YES / NO

Is your child taking regular medication in school? YES / NO

If you answer yes to any of the above questions further forms will be sent to you.

Is your child taking regular medication at home? YES/NO

I consent to any emergency treatment necessary. I therefore, authorise the school staff to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain signature might be considered, in the opinion of the Doctor or Surgeon concerned, likely to endanger my child's health or safety.

Signed:

Parent/Guardian

Date:

Appendix 5

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
ASTHMA CARE PLAN

Only to be completed for pupils who suffer from asthma.

PUPIL NAME:
D.O.B:
Description of asthma attack (What happens?):
Causation - Are there any known 'triggers' that cause an attack to occur?
Frequency/Duration - How often does your child have an attack?
How long does the attack usually last?
Management - What do you do?

How long is the recovery period? What happens?

MEDICATION

At home is there regular medication to control asthma? Please detail:

At school is there medication which is/can be administered? Please detail:

EMERGENCY CONTACT NUMBERS

First Contact Name: Tel.No:

Second Contact Name: Tel.No:

Home Telephone No. (If not listed above)

G.P. Tel.No:

Is there a specific Doctor/Hospital who are aware of your child's condition?

Please delete as appropriate YES/NO

If YES can you please complete the following:

Name of Doctor: Tel.No:

Name of Hospital: Tel.No:

The above information is, to the best of my knowledge, accurate at the time of writing.

Date.....

Signature(s).....

Appendix 6

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
EPILEPSY CARE PLAN

Only to be completed for pupils who suffer from epilepsy.

PUPIL NAME:
D.O.B:
Description of seizure (What happens?):
Causation - Are there any known 'triggers' that cause seizures to occur?
Frequency/Duration - How often does your child have a seizure?
How long does the seizure usually last?
Management - What do you do?

How long is the recovery period? What happens?	
MEDICATION	
At home is there regular medication to control epilepsy? Please detail:	
At school is there medication which is/can be administered? Please detail:	
Is your child prescribed buccal midazolam, rectal paraldehyde or any other medication if the fit is prolonged? Do they have an emergency protocol?	
EMERGENCY CONTACT NUMBERS	
First Contact Name:	Tel.No:
Second Contact Name:	Tel.No:
Home Telephone No. (If not listed above)	
G.P.	Tel.No:
Is there a specific Doctor/Hospital who is aware of your child's condition? Please delete as appropriate	
	YES/NO
If YES can you please complete the following:	
Name of Doctor:	Tel.No:
Name of Hospital	Tel.No:

The above information is, to the best of my knowledge, accurate at the time of writing.

Date..... Signature(s).....

Appendix 7

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
ALLERGIES CARE PLAN

Only to be completed for pupils who suffer from allergies

PUPIL NAME:
D.O.B:
Causation - What is your child allergic to?
Describe allergic reaction:
How long does allergic reaction usually last?
Management - What do you do?

How long is the recovery period? What happens?

MEDICATION

At home is there regular medication to control allergies? Please detail:

At school is there medication which is/can be administered? Please detail:

EMERGENCY CONTACT NUMBERS

First Contact Name: Tel.No:

Second Contact Name: Tel.No:

Home Telephone No. (If not listed above)

G.P. Tel.No:

Is there a specific Doctor/Hospital who are aware of your child's condition?

Please delete as appropriate YES/NO

If YES can you please complete the following:

Name of Doctor: Tel.No:

Name of Hospital: Tel.No:

The above information is, to the best of my knowledge, accurate at the time of writing.

Date.....

Signature(s).....

Appendix 8

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
TRANSPORT OF MEDICATION

Pupil Name:

Date:

Medication	Quantity	In/Out of school	Signature (1)	Signature (2)

Form to be signed by both individuals involved in the transition of medication between settings (E.g. school staff member and transport operative/respice provider/carer).

If signing medication OUT of school; school to retain copy.

If accepting medication INTO school; transport/carer to retain copy.

Appendix 9

HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL
MEDICAL EMERGENCY PACK - TO BE GIVEN TO PARAMEDICS

Name of Child	<input type="text"/>
Date of Birth	<input type="text"/>
Allergies	<input type="text"/>
Medical Condition(s)	<input type="text"/>
Weight	<input type="text"/>

PARENT/CARER CONTACT DETAILS

CONTACT 1 Name	<input type="text"/>
Daytime telephone/contact number	<input type="text"/>
Relationship to child	<input type="text"/>
CONTACT 2 Name	<input type="text"/>
Daytime telephone/contact number	<input type="text"/>
Relationship to child	<input type="text"/>
Open access to PAU	YES / NO
Information accurate on	<input type="text"/>

Current medication

Protocols in pack - please tick

Communication Passport

Epilepsy

Diabetes

Allergies

Respiratory

Feeding regime

End of life care plan

Going out form

Other - please list

Important telephone numbers - please list

Community nursing team

01242 250630

PAU

0300 422 8305

Items to take - please tick

Pads/wipes

Feed/spare button/tubes

Medication

Medical Equipment

Other - please list