

## MILLWOOD SCHOOL, BURY

POLICY: MEDICINES AND ADMINISTRATION OF MEDICINES POLICY

DATE: JANUARY 2010

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This policy has been written in accordance with Supporting pupils in school with medical conditions – DfE April 2014, Medicines policy for schools – Bury MBC January 2014 and Statutory guidance, supporting pupils with medical conditions – Unison 2014. It has been written in consultation between Millwood School staff and School nursing staff based at Millwood and Elms Bank Specialist Arts College.

### Consent

Written instructions and consent from a parent/carer must be obtained prior to any medication being administered at school.

A form is available from the school nurse. These consent forms are held on record by the school nurse.

### Procedures for managing prescription medicines which need to be taken during the school day

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Where this is not possible, all drugs / medication must be in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exceptions to this are: insulin which must still be in date but will generally be available to schools inside an insulin pen or a pump rather than in its original container and occasionally midazolam as each individual syringe may not be labelled by the pharmacist. Single doses/sachets of any medication/drug should not be sent into school. If they are, they will not be administered and will be taken immediately to the school nurse/ Health Care Support Worker (HCSW) who will sign these in using the Receipt of Medicines (special educational schools) proforma. The school nurse or HCSW will sign these out at the end of the day and they will be returned home.

The school nurse normally administers prescription drugs. The designated first aiders normally administer first aid.

Education staff (teachers and teaching assistants) do not have a contractual obligation to give medicine or to supervise medical procedures. Any staff opting to administer or supervise medical procedures do so in a voluntary capacity and will receive appropriate training and support from health professionals. Millwood staff who have not received this training should not volunteer to administer medication. However, members of staff who follow the guidelines in this policy have the full backing of the Headteacher and the LA when administering the drugs in accordance with medical instructions and after training.

Any reservations about giving drugs should be discussed with the Headteacher.

Nurses/ Medical Support Workers from agencies e.g. Reed and Courtyard Care are covered by their own policies and protocols and are responsible for administering medication to the pupil they are supporting. However storage of medication must follow this school policy and procedure.

Rescue medication - Some pupils have been prescribed rescue medication which is administered rectally or buccally. Where possible this will be given by trained school staff supervised by school nursing staff. This would form part of the ongoing training for school staff as a means of increasing their confidence and competence. Please see Annex 1.

When administering rescue medication members of staff must ensure they

- Follow the individual child's written protocol regarding dosage and circumstances under which this medication is to be administered for the child in question. This information is kept with the individual's medication. The school nurse is responsible for liaising with the child's consultant and keeping the protocols up to date. Class staff may keep a copy of the protocol in a confidential place in the classroom but must refer to the protocol with the medication before administering.
- Must check the date of the medication, the prescribed dosage and the dosage drawn up with a trained colleague prior to administering.
- Have been trained by a medically qualified person usually the school nurse in the administration of the drug and possible side effects. The annual training is recorded in their training record.
- Record the administration of the drug in black ink on the drug Kardex in the nurse's room and inform parents/carers. Midazolam also needs to be entered into the controlled drug register after administration.

### Procedures for managing prescription medicines on education visits off site

No child may be taken off the school site without their prescribed medication and protocol. This must be included in their risk assessment. A trained and competent member of staff should be identified on the risk assessment as the person who will administer the child's medication. If there is no member of staff trained and competent to administer prescribed medication the child must not leave the school site. School will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits, e.g. by arranging for suitable training from a relevant health care professional as soon as possible after new medications are prescribed.

The school nurse / HCSW will provide the medication for children leaving the school site during the school day. It is the responsibility of the class teacher to request and collect the medication / drugs from the school nurse / HCSW before leaving the school site.

All medication taken out of school must be checked and signed out by the school nurse/HCSW on the relevant pro forma and countersigned by the member of staff collecting the drug; i.e. 'The Controlled Drug Book' for Midazolam / Ritalin or the 'Medicines Removed from Drug cupboard (for school trips etc.) Special educational schools'. These are located in the locked controlled drug cupboard or the medication removed from school file in the nurse's room. All medication must be returned to the school nurse/ HCSW to be and checked and signed back in by both parties on the relevant pro forma. This must be done immediately on return to school.

On no account must medication be left unattended in the school nurses room. Ritalin is a class B drug. Midazolam is a class B drug

Written protocols for rescue medication are available from the school nurse/HCSW for individual children. These must be kept with the medication at all times. Information regarding possible side effects of the medication / drugs routinely used is available from the school nurse / HCSW.

There may be times when medication/drugs have to be signed back into school by a member of staff after 4.00p.m. when there is no school nurse/HCSW on site. The SMT or lead person in After School Club should accompany the member of staff to the nurses office, check the medication, return it safely to the cabinet, both parties must sign the 'The Controlled Drug Book' for Midazolam / Ritalin or the 'Medicines Removed from Drug cupboard (for school trips etc.) Special educational schools'. These are located in the locked controlled drug cupboard or the medication removed from school file in the nurse's room. The Controlled drug cupboard key is safely stored in the key safe in the nurse's room. The SMT and After School Club staff are aware of the confidential combination code.

At no time should staff return medication/drugs without having this checked and countersigned and must ensure that the nurse's room is secure on leaving.

### Procedures for managing prescription medicines at After School Clubs

After School Club staff are trained in administering medication for those children who attend. There will be at least 2 members of staff at all times who are trained to administer rescue medication to any of the children who may require it.

Prior to starting, the After School Club leaders use school information/records to check if any child requires regular or emergency medication prescribed by a healthcare professional. After School Club leaders complete a risk assessment for pupils who are identified as requiring prescribed medication.

After School Club staff need to be vigilant at all times with regards to the children's medical needs, competent at administering medicines, competent at record keeping when medication is administered and/or signed out at the end of the session and must be competent in the safe storage of medications as set out in this policy.

The protocol above for procedures for managing prescription medicines which need to be taken during the school day and procedures for managing prescription medicines on education visits off site are followed.

There is at least one paediatric first aider in After School Club staffing.

When a child is going direct from After School Club to respite/short break, the After School Club staff will check and sign out the child's overnight medication following the procedure outlined in the Transport section of this policy.

### Non - prescription medicines

Only prescribed medicines will be administered in school with the exception of paediatric Paracetamol which will only be administered by a qualified nurse if a consent form is signed by the parent/carer of the pupil.

HCSW and school staff must not administer non-prescription medicines.

Children who are likely to need Paracetamol (as identified in their individual health care plan) must have a bottle prescribed their G.P. or school nurse prescriber and this must be stored in a locked cupboard in the nurse's room. This is then administered in the same way as prescribed medicines.

Paracetamol will only be administered after mid-day unless parent/carers have been contacted to verify that the child has not had a dose of Paracetamol before school. For children who only attend school in the afternoons, Paracetamol will not be administered unless parents/carers have been contacted to verify that their child has not had a dose of Paracetamol in the last 4 hours.

## Transport

Where the School And College Transport service transports pupils with medical needs to and from school, the LA will ensure that escorts are provided with suitable and sufficient information in respect of the medical conditions and medications of the pupils in their care.

For those children who require medication on school transport, their drugs must be taken to the school nurses office on arrival in school by the child's teacher or in their absence by a member of the child's class team. The school nurse/HCSW will record the details of the drugs in the "Ward Control Drugs Record Book (travel meds)" Receipt of Medicines (special educational schools) file and sign to acknowledge receipt. The teacher or a member of the class team must countersign. This process is repeated at the end of the school day and the medication is returned in the child's bag onto school transport.

It is the parent/carers responsibility to hand over their child's medication to the bus escort in a zipped bag clearly labelled with their child's name. The bus escort will then sign the "Medication Transfer Form" (Please see Annex 2) to acknowledge receipt of the bag. On arrival at school, the receiving member of staff at Millwood will then sign the same "Medication Transfer Form" and take the bag and form to be signed in on the relevant forms in the nurses room following the procedures that are set out above.

This procedure will be reversed at the end of a school day when medication is being sent home, to respite/ short break

## Roles and responsibilities for administration of medicines

School nurse/HCSW:

- Prior to admission, collect relevant health/medication information from parents/carers and other health care professionals
- To be the lead professional on the development/implementation/review of individual health care plans including protocols.
- Share individual health care plans and protocols with the child's relevant school staff
- Ensure correct medication is in date and correctly stored at all times
- To inform parents if medication needs replacing
- Identify and agree with school the type and level of training required and how this can be delivered
- Provide training to relevant school staff and confirm their competency
- To record administration of medication in relevant record books
- To administer medication as required to individual children

Any changes to a child's medication or needs arising from a medical review need to be shared with the child's class team by the school nurse with parent/carers permission.

**The school does not accept responsibility for any situations where that information has not been shared**

School staff:

- To ensure that they are aware of the medical needs of any child in their class.
- To liaise with parents/carers and a school nurse to develop, read and follow individual health care plans and protocols
- To attend relevant training when required
- To inform CPD coordinator if they require initial training or retraining
- To follow the contents of this policy
- To inform school nurse/HCSW if they are provided with medical information from parents/carers
- To check that asthma inhalers stored in class are in date and inform school nurse if one needs to be requested.
- To ensure that they are familiar with the medicine regimes of the children in their class and that children receive the medication they require

Parents/carers:

- To provide school/school nurse/HCSW with full information regarding their child's medical needs and medications as part of the admissions process
- To inform school/school nurse/HCSW if there are any changes regarding their child's medical needs and medications
- Provide written consent in order for any medication to be administered in school.
- To ensure that any medicines their child needs during the school day are sent to school in their original packaging and in date
- To respond to all requests for new medication promptly
- To work with the school nurse/HCSW on the development of the child's individual health care plan
- To carry out any action they have agreed to as part of the implementation of the health care plan e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- If they wish for their child to have Paracetamol in school to ensure they have a bottle prescribed by a health care professional.
- Inform School College and Transport staff and school staff if any medication is being sent into school in their child's bag, places the medication in a clear and zipped plastic wallet that is clearly labelled with their child's name and checks that the bus escort signs for it.

### Supporting pupils with long term or complex medical needs

Children need to have individual health care plan and support staff, including teachers, should be fully trained in the need to carry out complex procedures, to fully understand the safety procedures

associated with medication. Health care plans will be produced with the agreement of professionals and their parents/carers. The school nurse/HCSW will be the lead person on this.

Please see Annex 3 for an example of an individual health care plan.

### Pupils carrying and taking their medicines themselves

No medicines may be carried and taken by pupils alone. The exception to this are asthma inhalers, these must be accessible to any child to use if the need arises.

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or nurse and class teacher agree that they are mature enough. At Millwood all pupils are supervised in the administration of reliever inhalers.

Please see Asthma Policy for further information. The Asthma Policy will be updated by the SMT and school nurse on an annual basis.

### Staff training

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual health care plans). This training is over and above any first aid training.

There are three levels of training available to staff at Millwood.

- Level 1: Awareness training for whole staff is provided on a rolling 3 year programme (see training schedule: Annex 4) This does not qualify any member of staff to administer medication without further training with the exception of asthma inhalers.
- Level 2: Training relating to individual children which includes practical exercises such as the administration of rescue medications, gastrostomy feeds, stoma, epipen, suctioning, tracheostomy, this is not an exhaustive list. This training is delivered by the school nurse, child's hospital nurse or the community nursing team. After training the relevant health care professional will confirm individual competencies.
- Level 3: Accredited training delivered by external providers e.g. paediatric first aid, defibrillator and resuscitation, this list is not exhaustive.

Attendance at these training sessions, including the date and length of qualification if appropriate, is recorded on the CPD spreadsheet for individual staff. Staff trained to deliver medical support for individual pupils will be named on the child's individual health care plan.

### Confidential Record Keeping

Records of all medication are kept by the school nurse/HCSW. When medication is administered a record of this is made on the pupil's drug Kardex by the person who has administered it.

Parents/carers will be informed by the school nurse/HCSW or a member of the child's class team if their child has been unwell at school.

## Safe storage and disposal of medicines

All drugs, with the exception of asthma inhalers, must be stored in a locked cupboard or fridge in the medical room. Medicines must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. The container must be clearly labelled with the name of the child, the name and dose of the medicine, expiry date and the frequency of administration. Where a child needs two or more prescribed medicines, each will be in a separate container. School staff must never transfer medicines from their original container. Where appropriate children should know where their medicines are stored and who holds the key.

The medical room (nurses' office) is locked; it is unlocked using a keypad code.

When no longer required, medicines will be returned to the parent/carer in their original container for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. Sharps boxes will only be stored in the nurses room. Health care professionals will ensure that these are correctly disposed of as per Trust Policy.

Staff medication on the premises must be securely stored in a locked cupboard and out of reach of children **AT ALL TIMES**. The only exceptions are: an asthma inhaler, epipen, Glyceryl Trinitrate Spray and diabetic rescue medication. Staff who may need their medication urgently must ensure they have informed their colleagues where their medication is stored and where the key is.

## Emergency procedures

Where a child has an individual health care plan (Please see annex 3) this must clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate other pupils in the school will know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital a member of school staff should stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance.

If an ambulance is needed, the nurse/HCSW or member of school staff will dial 999, phone parents/carers, inform office staff and SMT. Where relevant, the school nurse/HCSW will prepare the child's medical documentation/Open Access information. Staff not supporting the pupil requiring emergency help must focus on the remaining children in class and where possible vacate to another area in school.

## Hygiene and Infection Control

All staff must follow the basic hygiene procedures as displayed in hygiene rooms. Staff must wear protective disposable gloves and take care when dealing with spillages of blood and other body fluids and disposing of dressings or equipment.

School will take necessary steps to prevent the spread of infection and take appropriate action if children are ill.

### Risk assessment and management procedures

A generic risk assessment relating to the administration, storage and transfer of medicines on site and off site is attached to this policy. Information regarding possible side effects of the medication / drugs routinely used is available from the school nurse / HCSW.

### Liability and indemnity

Millwood School buys back into Bury MBC for its Public Liability and Insurance.

**Where a member of staff acts in good faith and with due care in an emergency situation, they will be indemnified by the employers insurance policy. Following the procedures set out in this policy will ensure you are acting in good faith and with due care.**

### Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the schools complaints procedure.