

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Version: 5.0
Approved: 6 October 2021
Next review: October 2024
Co-ordinator: Andy Fisher

Rationale

Many students at STS have complex medical needs and it is essential that we support these students to minimise or eradicate any impact on their education.

Purpose

- To ensure safe systems are in place for the receipt, storage, administration, monitoring, carriage and disposal of medications.
- To ensure that the systems comply with current legislation, Nursing and Midwifery Council guidelines and the Royal Pharmaceutical Society of Great Britain guidelines.
- To ensure safe administration by designated staff* of medicines that have been prescribed by a medical practitioner for a specific student.
- To ensure that the administration of any medicine is appropriately recorded.
- To ensure that staff are provided with the necessary training to become designated staff, who are deemed safe to administer such medicines.
- To liaise with other medical practitioners as appropriate.

Implementing the policy

Storage, administration, carriage and disposal of medicines

Staff are not asked to take responsibility for supervising children taking medication during the school day. Exceptions are made for those suffering from chronic illnesses, e.g. diabetes, asthma, epilepsy and potential anaphylaxis, etc. These students may bring in **prescribed** medication after consultation as part of the completion of their individual care plan.

The school requires a written request/agreement from parents or carers for any medication to be given to a child with long-term or complex medical needs during school time. A school agreement form to administer medication is available on the school's website (<https://www.sandwich-tech.kent.sch.uk/197/medical-information>) for parents to complete and return to school with any said medication. Medication should not be administered by any staff member until this agreement has been received by the school. This plays a major part in a child's care plan, which will be kept in the medical room.

A record of medication administration in school is kept by the school. This record will be retained by the school for future reference alongside the student's school file. Any communication between parents/carers and school regarding the need for or use of medication will be dated, signed and a record held in the child's medication file.

Short-term medication

Parents must manage the administration of the medication outside of the school day to avoid the need for medication to be taken whilst the child is in school. For example, medicine required three times a day should be given before school, immediately after school and at bedtime. This may include antibiotics and analgesics.

Longer-term medication

All medicines provided to school must be prescribed, in the original packaging bearing the child's name and administration directions, and be accompanied by a completed parental consent form. It is not sufficient for instructions to state "to be taken as directed" or for the instructions to be altered by hand.

It is the parents' responsibility to ensure medication supplies are maintained and that the school is notified of any changes to medication, i.e. dose and frequency. It is not acceptable for pharmacy instructions on the packaging to be altered by hand to reflect such changes.

All medicines must be accompanied by individual, suitable measuring/administration devices.

Only medicines prescribed for the child will be taken by that child. The medication should, whenever possible, be self-administered under the direction of the school or suitably trained member of staff acting under the Headteacher's authority.

The school is not responsible for the administration of medication where the timing of its administration is crucial to the health of the child or where technical or medical knowledge and/or training is required except in emergency treatment situations.

Emergency medication

It is the responsibility of the parents to ensure that medication that might be required in an emergency is provided for the child to carry on their person at all times during the school day. Such medication includes inhalers, epi-pens, buccal midazolam/rectal diazepam, insulin, gluco-gel, etc. Spare devices, vials, etc, should be supplied and stored appropriately in the medical room for emergencies. Teachers should be aware if they have a student in their class who is carrying emergency medication and be familiar with the student's medical condition and its management.

A protocol for the administration of emergency medication should be provided by the practice nurse, prescribing consultant or GP; one copy should be kept on the student with the medication and another in the medical room. Parents must ensure that the school is kept informed of any changes to medication and that updated protocols are provided.

Storage of medication

All medicines must be stored in the medicine cupboard in the medical room. Keys to the cupboard must only be held by designated members of staff; they should not form part of a master system. In case of emergency, all staff should know where to obtain keys to access any medication that is kept in a locked cupboard.

A lockable fridge is available in the medical room if students have medicines that require refrigeration. Designated staff must ensure that daily temperature readings are recorded (the acceptable range is 2 to 8 degrees centigrade unless otherwise advised).

Medicine cupboards must be cleaned weekly and all medicines must be stored in accordance to the Patient Information Leaflets (PIL). Oral medicines are stored separately from topical preparations.

Administration¹

Designated staff will supervise or administer the medication as appropriate when the student attends the medical room. The medication should be checked with the student for the correct name, dose, time and route.

Medication should be recorded as soon as it has been administered, successfully or not. It should be clear and identifiable who has been responsible for supervising/giving the medication. This should be a signature accompanied by a name in capital letters. Recordings should be made in black, indelible ink. All information should be lodged within the individual's medication file.

In the event of a student refusing to take a medication, parents must be informed as soon as practicable. A decision can be made whether the medication may be given at home after the school day or if parents are required to collect the student immediately.

Any adverse reactions should be reported to parents as soon as noted. In the event of anaphylaxis and the student does not have adrenaline (epi-pen) prescribed, staff must summon the assistance of paramedics by dialling 999. All staff should feel confident to summon the assistance of the emergency services. Staff must be familiar with the information required when requesting such support. This will include the student's name,

¹ The administration of medication can be directly by designated staff or by supervising/prompting students to self-administer.

age, medical complaint and any underlying diagnoses. This allows the service co-ordinator to prioritise the call.

All staff working with students who require rectal diazepam, buccal midazolam, epi-pen or inhalers should undergo practical training every year to administer these medicines in an emergency. A general update on medicine administration is also required for designated staff.

Carriage

The school encourages students with medical needs to participate in sporting activities and school trips whenever safety permits. On school residential visits, all such medication must be discussed with the trip leader at the earliest opportunity to clarify administration.

A small lockable box should be used to keep medicines safe while on excursions. The key should be kept safe and away from the box until it is required.

Staff supervising visits should always be aware of any medical needs of students and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular child with special medical needs. Any medication that may be required during the visit must be carried by the staff if it is not appropriate for the student to carry it on their person.

Some students, such as diabetics and asthmatics, may need to take precautionary measures before or during exercise and need to be allowed immediate access to their medication as necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

Disposal

Any unused medication must be collected by a responsible adult as soon as it is no longer required.

Any out of date medication must be taken to a pharmacy for correct disposal or a letter sent to parents advising that the medication is out of date and should be returned to their local pharmacy for disposal.

In the event of a death, the medicines pertaining to that student must be retained for seven days in case the coroner's office or court requires them.

Links to other policies

- Equality Policy
- SEN and Disability Policy

* Designated Staff

A designated member of staff is one who has successfully completed the ASET, EDI, NCFE or the school's online 'medication awareness course' and has been awarded a certificate.

The Student Receptionist with responsibility for first aid will liaise regularly with designated staff and carry out updates and assessments as necessary. The role of designated staff may be suspended if any untoward incident occurs which puts the safety of students at risk. This will be decided by the Headteacher and discussed with the Student Receptionist.