



# Bridgewater High School



BRIDGEWATER HIGH SCHOOL

## ADMINISTRATION OF MEDICATION AND MEDICAL CARE POLICY

|                         |                        |
|-------------------------|------------------------|
| Policy Reference Number | A26                    |
| Written By              | T Hatton               |
| Date                    | October 2016           |
| Approved By             | Safeguarding Committee |
| Name                    | M Scattergood          |
| Signature               |                        |
| Date                    |                        |
| Review Date             | October 2017           |

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### Statement of Intent

It is our aim to ensure that all children are able to attend school regularly and that the administration of medication or the need for medical care does not present a barrier to this.

### Section A: Introduction

This policy will sit alongside the Health and Safety Policy and sets out how we plan to ensure that all pupils who require medication or medical care will be supported. The policy follows the principles of the Education Act 1993, The Special Educational Needs and disability Act (SENDA) 2001 and the Equalities Act 2010

### Section B Statements and procedures

#### Parents and Carers must;

- A) ensure that their child is well enough to attend school and to take part in learning activities. This includes group, class-based activities, organised trips and visits,
- B) provide the Headteacher with the sufficient information about their child's condition, medication and treatment or special care needed,
- C) ascertain whether prescribed medication can be taken outside of school day,
- D) ensure their child has the necessary medication in school and that all medication is in date and suitable for administration,
- E) agree the arrangements for sharing information about the child's condition with staff,
- F) understand that it is not the role of teachers to administer medication.

#### Governing Body/Employer will;

- A) ensure that the Administration of Medication and Medical Care Policy is in place and reviewed biannually by the Safeguarding Committee,
- B) where necessary, ensure that risk assessments are carried out,
- C) ensure that the policy is compliant with up to date legislation,
- D) ensure that staff briefing needs are identified and appropriate briefing/training sourced as appropriate.
- E) be aware that administering medication does not form part of the contractual duties of teachers or Headteachers.
- F) be assured that the school have taken all reasonable steps to ensure that the presence of medication in the school setting is as secure as it can be.

#### The Headteacher will

- A) ensure that the policy is implemented,
- B) ensure that all staff are made aware of the policy and of the linked procedures,

- C) ensure staff are directed to seek further advice when required from the School Health Advisor and work with Health agencies to support the child.,
- D) identify the Office Leader on each site who will have overall responsibility for medication and the staff members who will be responsible for administering the medication,
- E) ensure that identified support staff and administrative staff have time allocated to undertake this role as appropriate to the conditions of the pupils at that time.

### **Teachers will**

- A) be made aware of pupil's long-term medical conditions through all or one of:-
  - SIMS system
  - Information boards in the office and staff room
  - Pupil Medical Cards
  - Individual briefings about particular pupils
- B) be aware that they are acting in 'loco parentis' and will take steps that a reasonable parent would take to maintain the health of a child and in extreme situations respond in an emergency,
- C) those with specific responsibilities to pupils with serious medical conditions will be informed via the Yellow Pages. Staff will be given the appropriate information to allow them to act appropriately and confidently, in ensuring the child's continuing education,
- D) Where necessary teachers will receive relevant training and briefing where a child's medical condition requires it.

### **Support Staff**

- A) may have the administration of medication as part of their contractual duties,
- B) will be provided with appropriate training, time and guidance if the administering of medication is part of their responsibilities,
- C) will ensure that records on the child's medical needs in school are kept accurate and updated once they are informed of changes by parents/carers,
- D) will maintain an up to date register of pupils on roll with known long term medical conditions in particular: asthma, epilepsy, diabetes and ADHD.
- E) pupils with long term health conditions have an Individual Health Care Plan completed by named support staff.
- F) will be given time to audit and track medication stored in school,
- G) will be provided with specific procedures and guidelines to follow in the storing, recording and administering of medication,
- H) will be provided with template paperwork to allow for ease of managing the administration of pupil's medication.

## **Section B Procedures**

### **Short Term Medical Conditions**

**It is the school's preference that medication is taken outside of the school day. However, the school acknowledges that the age of the pupils being 11-18 there will be times when a child is in school on prescribed or non-prescribed medication for either short term or long term medical conditions.**

## **Short Term Health Care Needs requiring prescribed or non prescribed medication.**

- Parents will attempt to ensure that medication is taken outside of the school day.
- If medication has to be brought into school Parents must report directly to the Office Leader informing them of the medication and the dosage required.
- Parents can choose for medication to be retained by their child or stored in the school office. Parents will complete the appropriate form (see appendix 1 and 2)
- Medication in the short term can be kept safe at the school office. It is the responsibility of the Office Leader to keep track of these through the agreed systematic auditing of the medication.
- All types of medication brought into school must be in the original packaging, named by either prescriber or parental written label. The accompanying label must be included and the dosage and times for the medication to be taken must be clear.
- Named administrative staff will administer the medication and ensure that the forms are completed in accordance with school procedures.
- It is the pupil's responsibility to collect the medication at appropriate times. Pupils then will be expected to take the medication themselves.

## **Long Term Health Care Needs\***

- Parents must inform the school at the point of the child's transfer to school if the child has ongoing health needs.
- The School's Health Advisor and either a member of the Pastoral Team or Education Support Team will help an Individual Care Plan to be prepared if one is required (see appendix 3).
- The Care Plan will be kept in the office of the site at which the pupil is educated and form part of the pupil's virtual file.
- It is the responsibility of the Education Support Team to ensure that the plan is updated when information regarding the child's condition is shared with us.

Where students with additional learning needs have medical needs a Key Worker will be identified to ensure that the pupil does have access to the necessary medical care in school to allow them to fully access their education.

The Education Support Team have responsibility for ensuring that where pupils have Individual Care Plans that links with the Local Authority and external agencies are kept open to support the pupils where absence and time away from school is necessary.

Where long term health needs necessitate long periods of absence the school will liaise with the local authority to put in place home tuition.

## **Self Management of Long Term Health Needs**

Where possible the child will be responsible for managing their own medication. The routines for this will be recorded in the child's Individual Care Plan.

## **Complex Medical Needs**

Where a pupil attends with significant or complex medical needs we will ensure that the Individual Care Plan is produced after close consultation with the child's family and associated Health Professionals.

### **Pupils with complex or significant medical conditions which require controlled drugs**

- The controlled substance will be stored in a safe locked area.
- It is the Parents responsibility to ensure that this is supplied and kept in date and where necessary safely disposed of.
- Routine systems will be followed to establish that medication is in date. Where it is out of date the school will dispose of the medication in line with Health and Safety guidance.
- Medication which requires storage in a fridge will be stored in the fridge in a staff only area which is routinely not frequented by pupils.

## **Emergency Procedures**

- All staff are aware of procedures to ensure first aid is provided in an emergency situation.
- All office staff are trained in the procedures for calling an ambulance.
- Emergency Procedures for pupils with complex or significant medical needs, will be identified in the child's Individual Care Plan.

## **Staff Training and Briefing**

(A) All staff will be issued with information on Pupils Medical Needs via:

- EST Yellow Pages
- SIMS
- Individual Care Plans (where necessary)
- Pupil Information Boards in Staff room and School Office
- Pupil Medical Identity Cards (as appropriate)
- Staff will receive annual briefing in directed time to receive updates with regards procedures around meeting pupil's needs with ongoing medical conditions.
- Specific training around common conditions will also be provided during full Staff Briefings.

(B) Staff will receive annual briefing and information on how to access the medical registers in directed time to receive updates with regards procedures around meeting pupils needs with on-going medical conditions.

(C) The School will do all that is reasonable to expect to ensure that teachers and members of staff responsible for the pupil are given the necessary information on the child's condition to keep them safe: This includes:-

- Appropriate Policies

- Whole School and Targeted Briefings
- Information boards and cards
- Individual training and awareness sessions
- A strong Health and Safety Culture
- A strong ethos of the importance of Safeguarding
- A strong understanding of what constitutes an emergency or critical incident and how to respond

Appendix 1

**REQUEST FOR PUPIL TO CARRY MEDICATION**

This form must be completed by parents / carers

**Details of Pupil:**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Form: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Male:  Female:

**Condition or illness:** \_\_\_\_\_

**Medication**

Parents must ensure that in date properly labelled medication is supplied.

Name / Type of Medication (*as described on the container*):

Procedures to be taken in an emergency: \_\_\_\_\_

**Contact details:**

Name: \_\_\_\_\_

Phone No Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

I would like my child to keep his / her medication on him / her for use as necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medicine.

### Details of Pupil:

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Form: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Male:  Female:

Condition or illness: \_\_\_\_\_

### Medication

Parents must ensure that in date properly labelled medication is supplied.

Name / Type of Medication *(as described on the container)*: \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Full directions for use, including dosage and method: \_\_\_\_\_

NB. Dosage can only be changed on a Doctor's instructions.

Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Are there any side effects that the School needs to know about?

Self administration: Yes / No *(delete as appropriate)*



**Procedures to take in an emergency:**

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**Contact details:**

Name: \_\_\_\_\_

Phone No Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Address: \_\_\_\_\_

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I understand that I must deliver the medicine personally to the Office Manager and accept that this is a service which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3 Individual Health Care Plan

### FORM 1



#### Healthcare Plan for a child with medical needs

|   |                         |
|---|-------------------------|
| Name  | Photograph              |
| Date of Birth   |                         |
| Condition   |                         |
|   |                         |
|   |                         |
| Class/Form  |                         |
|   |                         |
| Name of School/Setting  | Date                    |
|   | Review Date             |
| <b>CONTACT INFORMATION</b>  |                         |
| <b>Family contact 1</b>   | <b>Family contact 2</b> |
| Name  | Name                    |
| Phone No. (work)  | Phone No. (work)        |
| Phone no. (home)  | Phone no. (home)        |
| Relationship  | Relationship            |
| <b>Clinic/hospital contact</b>  | <b>G.P.</b>             |
| Name  | Name                    |
| Phone No.   | Phone No.               |
| Describe the condition and give details of child's individual symptoms: |                         |
|   |                         |

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|--|
| <b>Daily care requirements</b> (e.g. before sport/at lunchtime)                                    |
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|  |
|  |
|  |
|  |
| <b>Named member of staff administering medication</b>  |
| 1  |
| 2  |
|  |
| <b>Describe what constitutes an emergency for the child, and the action to take if this occurs</b> |
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| <b>Follow up care</b>  |
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|  |
| <b>Who is responsible in an Emergency</b> (state if different on off-site activities)              |
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| <b>Form copied to</b>  |
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