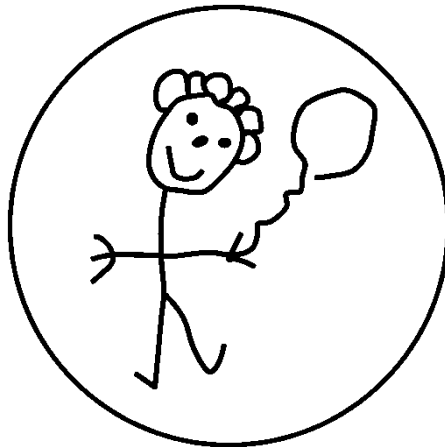


# BARWELL INFANT SCHOOL

## Medication Policy and Management Procedures



Signed by Chair of the Governing Body

*R. Everitt*

Signed by Headteacher

*T. Moreton*

Agreed by Governing Body: October 2020

Date for review: October 2023

This document has been produced **based upon** the LA guidance August 2015. The LA document was produced in conjunction with the Leicestershire Partnership Trusts and with the 2014 DfE document 'Supporting Pupils at School with Medical Conditions'. The school has added additional information to the policy and made some amendments to reflect local arrangements.

# Contents Page

1. Introduction	P3
2. Procedures	P3
3. Responsibilities	P4
4. Review of Policy	P5
5. General Care Plan Consent Form	P6
6. Individual Health Care Plan	P7/8
7. Record of Administration of Medicine	P9
8. Notification of Medicines Administered	P10
9. Further Guidance	P11/12
10. Advice on Medical Conditions	P13

## Further References:

Documents Available In School	Reference & Info in EIS H&S section
1) School H&S Policy	Epilepsy Health and record forms from Health professionals
2) School Asthma Policy & Guidelines	Emergency Action Plans for Anaphylaxis from Health professionals
3) Supporting Pupils at School with Medical Conditions (DfES Guidance)	Diabetes Health forms from Health professionals
4) Classroom Medication Green Box Files	

## **MEDICATION POLICY**

The Governing Body and staff of Barwell Infant School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day. Where possible, pupils should be encouraged to self-administer under supervision. It must be stressed that where prescription drugs are administered it shall be by those members of staff that have volunteered unless medically trained staff are employed on site. It should NOT automatically be assumed that a qualified First Aider will fulfil this role ~ at Barwell Infant School the Appointed 'First Aid at Work' (Medical Lead) will be responsible for administering such medicines, or in their absence the Headteacher or Deputy Headteacher.

- **Non-prescription** The school does not administer non-prescription medicines.
- **Prescription** No child may carry or receive prescribed medicines in school, except in exceptional circumstances. Exceptions will be when a child suffers from conditions which require on-going medication e.g. cystic fibrosis, asthma, eczema, diabetes or any chronic condition. In these instances, documentation will be completed to reflect administration and permission.
- Staff will NOT give prescribed medicine or care unless there is specific written consent from parents.
- An individual care plan should be drawn up for the pupil.
- During an emergency, a secondary check must be made prior to the medication being taken/given.
- The school will not accept items of medication in unlabelled containers.
- All prescribed medicine must be in date and in the original packaging with clear labelling. Any dispensers e.g. volumatics must also be clearly labelled.

## **PROCEDURES**

- In the first instance, the Headteacher should be informed of an individual's diagnosis and prescription medication. The Headteacher will inform the Medical Lead.
- An appropriate school adult will meet and discuss the issues with the parent/guardian of the pupil, prior to the child starting at the school. At Barwell Infant this may be either the Headteacher, Class Teacher or Nominated First Aid/Medical Lead or a combination of these 3 persons.
- Each child requiring medication (including medicines for Asthma) will have a relevant care plan in place. These are kept on file with the child's entry sheet.
- A note of the medical need will also be kept on the child's admittance sheet in the main office.
- The member of staff volunteering to support the administration of the medicines with the child will be offered professional training and support in relation to the pupil be a suitably competent person.
- At Barwell Infant school we would seek advice from the School Nurse Service in regard to training or to support the volunteer staff in the administering of medication.
- A first aider will be present on all school trips.

## **RESPONSIBILITIES**

### **PARENT/GUARDIAN RESPONSIBILITY**

- To inform the school of information required for administering the medication by completing the Care Plan with the school.
- Only reasonable quantities of medication should be supplied to the school

- Where pupils travel to school on school transport with an escort, Parents/Guardians should ensure that the escort has a copy of written instructions relating to medication of the individual.
- Notification of changes in prescriptions drug issued by the GP must be directly given to the school by the Parent/Guardian.
- Parent/Guardian to collect and restock medication from school at the end & start of every term in a secure labelled container as originally dispensed.
- Parent/Guardian to ensure the medication is in date for the duration of the term.

**SCHOOL RESPONSIBILITY** The school will:

- Keep medication in a known, safe, secure place (not necessarily locked away) and some drugs may require refrigeration. At Barwell Infant school a safe, secure place is defined as: not accessible by the children.
- Ensure that emergency medication prescribed is accessible in the near vicinity/location of the pupil at all times. EG Epipen, Asthma Inhalers.
- Maintain a record of dosage prescribed/administered, a record of when medicines are administered and will notify parents of administration.
- Identify if any additional training needs are required for staff.
- Source and arrange training.
- Locate and record a care plan for the individual, identifying supporting staff.
- Activate the relevant procedures and call 999 should a medical emergency arise
- Nominate a member of staff in school (at Barwell Infants the Medical Lead) to check emergency medicines are in date and note the expiry date to avoid expired medication during the term.
- Ensure that there is a clear audit trail of this. At Barwell Infants this is evidenced on the termly sheet within the class medical boxes, which will be completed by the Medical Lead.
- Encourage the parent/guardian to make a note of the expiry dates of medication.

**GP/CONSULTANT/MEDICAL PROFESSIONAL RESPONSIBILITY**

Prescriptive labelled drugs must contain:

- Pupil's name
- Name of Medication
- Dosage
- Frequency of Administration
- Date of Dispensing
- Storage requirements (if important) ie refrigeration
- Expiry Date

**Review of Policy and Procedures**

This policy and the procedures which are in place will be reviewed each year by the Head, Medical Lead and a Member of the H&S Governor Group.

A detailed review will take place on a 2-year basis by the Health and Safety Committee of the Governing Body ~ unless changes in circumstances require review within this time.

A member of the H&S Governor Group will undertake monitoring of systems & procedures as part of the wider H&S monitoring visits & inspections in school. H&S Inspections by the LA will be undertaken as a rolling program within 5 years, relevant outcomes will be actioned.

This policy and procedures will be discussed with the school nurse at the annual 'school profile' meeting



## General Care Plan Parent/Guardian/Carer Consent Form

To: Head teacher of Barwell Infant School.

From: Parent/Carer of ..... Full Name of Child.

D.O.B.....

My child has been diagnosed as having.....

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours.

..... (Name of medication)

I do not consent for my child to carry out self-administration, could you please therefore administer the medication indicated above

.....(dosage) at.....(timed)..... (intervals) Strength of medication.....

With effect from ..... until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other.....

I undertake to update the school with any changed in medication routine, use or dosage.

I undertake to maintain an in date supply of the prescribed medication in its original packaging.

I understand that the medication will be stored by the school. Medication will be administered by a member of staff. Emergency medication will be kept near the child.

I understand that the staff will be acting in the best interest of .....

whilst administering the prescribed medicines.

Signed.....

Date.....

Name of parent/guardian/carers (please print)

.....

Contact Details

Home.....Work.....Mobile.....S  
igned..... Head Teacher (Print).....

Date	Review Date
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## Individual Health Care Plan

### Contact Information

Name	Contact No
Name	Contact No

### Medical Contacts

Hospital	Name	Contact No
Surgery	Dr	Contact No

Description of symptoms, triggers, signs and treatments.

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Name of medication, dose, method of administration and by whom. Details of any possible side effects.

--

Daily care requirements

--



Specific support for child's educational, social and emotional needs.

Description of what constitutes an emergency and required action.

Who is responsible in an emergency (state if different for out of school activities).

Staff training required

Plan developed with .....

.....

Signed..... Parent/Carer  
Date.....

Signed..... Headteacher  
Date.....

N.B. Not all sections will be relevant to each child.





## Information on Administration of Medicines

Name..... Class..... Date.....

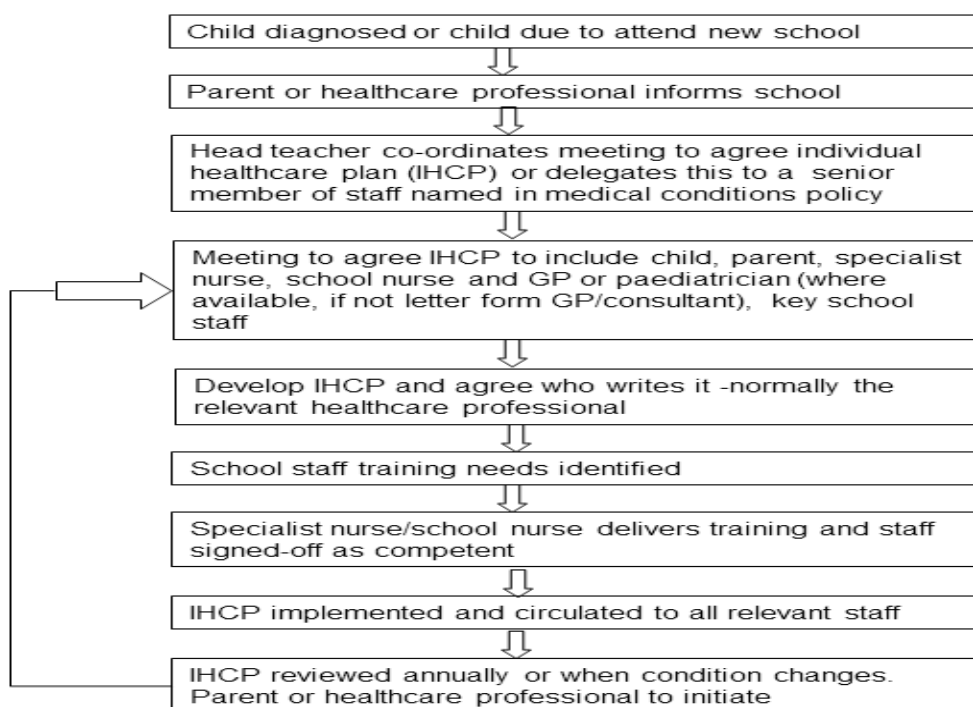
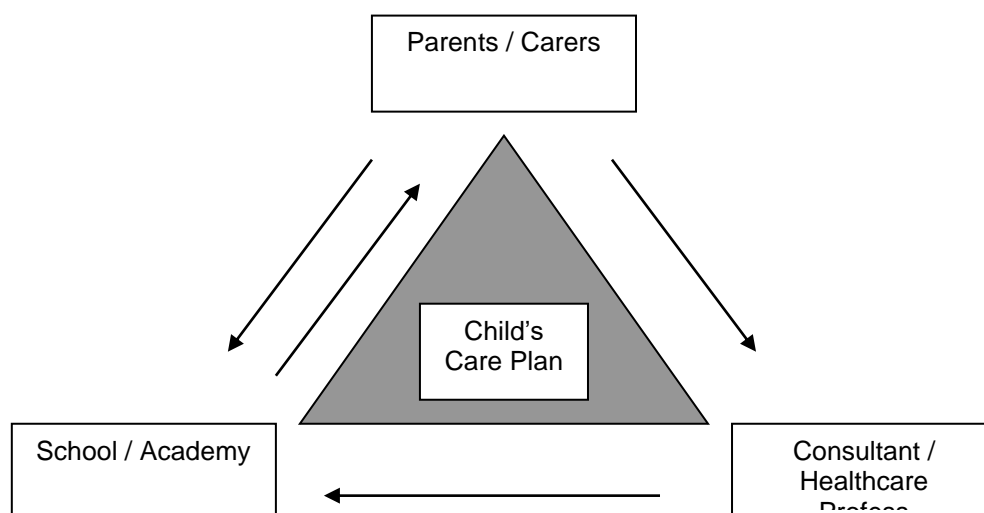
Your child has required the administration of .....doses

Of ..... (medication) at .....(time) today.

If you would like further details do not hesitate to contact your class teacher.

## Further Guidance

**Individual Health Care Plan (IHCP)** = Specific information on individual pupil requirements. Written recorded plan will ensure that their needs are met whilst in school and any treatment needed to be administered by members of staff will be fully understood. Plan to be agreed by Head teacher and parents. **THIS MUST BE FORMALLY RECORDED AND REVIEWED AT REGULAR INTERVALS.** A template/proforma is available for download on the Schools EIS system under 'A' Administration of medicines, see appendices.

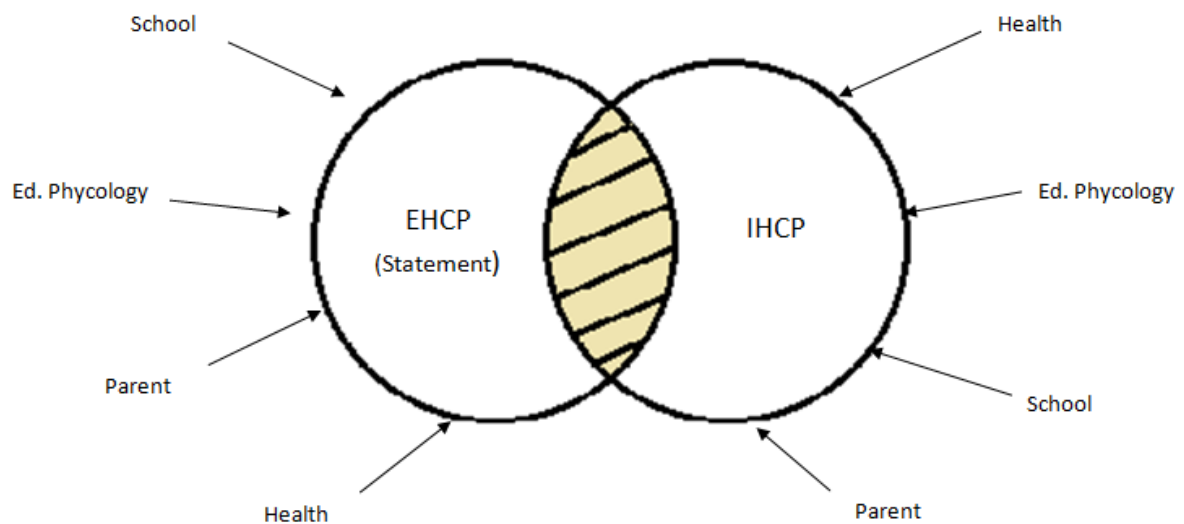


Some children with medical conditions may have physical disabilities. Where this is the case governing bodies **MUST** comply with their duties under the Equality Act 2010. Some may have special educational needs (SEN) and may have a statement or Education Health Care plan which will bring together health and social care needs, as well their special educational provision.

### Educational Health Care Plan

Psychology

Psychology



#### **EHCP**

“This is the new statement of educational needs and may incorporate the need for specialist medicines”.

#### **IHCP**

“Individual health care plans – is direction for managing emergency or specialist medicines given”.

## ADVICE ON MEDICAL CONDITIONS

The Community Paediatrician or Nurse on request will give advice regarding medical conditions to the school. Parents or guardians of children suffering from these conditions seeking general information should be advised to seek advice from their G.P., the school health professionals ([school nurse details available in school office and on parent notice board & school website](#)) or from the bodies detailed below. The following bodies can also supply leaflets regarding the conditions listed.

<p>Asthma at school – a guide for teachers</p> <p>National Asthma Campaign</p> <p><a href="http://www.asthma.org.uk">www.asthma.org.uk</a></p> <p>Asthma Helpline – Tel: 0800 121 6244</p>	
<p>Guidance for teachers concerning Children who suffer from fits</p> <p><a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a></p> <p>Helpline No: 0808 800 5050</p> <p><a href="mailto:www.helpline@epilepsy.org.uk">www.helpline@epilepsy.org.uk</a></p>	<p>See appendix C ‘Epilepsy Health forms’ under ‘A’ Administration of medicines’ for Individual Care Plans and relevant records of information and documentation.</p>
<p>Guidelines for Infections (e.g. HIV, AIDS and MRSA)</p> <p>Public Health England</p> <p>Tel: 0344 225 4524</p>	
<p>Haemophilia</p> <p><a href="mailto:info@haemophilia.org.uk">info@haemophilia.org.uk</a></p> <p>Tel: 020 7831 1020</p>	
<p>Allergies Anaphylaxis Campaign</p> <p><a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a></p> <p>Help line 01252 542029</p>	<p>See appendix D ‘Emergency Action Plan’ forms under ‘A’ Administration of medicines for Epipen/Jext Pens administration. Please note the needs to report administration of this medication to Bridge Park Plaza on fax no: 0116 258 6694</p>
<p>Thalassaemia</p> <p><a href="http://www.ukts.org">www.ukts.org</a></p> <p>email: information or <a href="mailto:office@ukts.org">office@ukts.org</a></p> <p>Tel: 020 8882 0011</p>	
<p>Sickle Cell Disease</p> <p><a href="mailto:info@sicklecellsociety.org">info@sicklecellsociety.org</a></p>	

Tel: 020 8961 7795	
<p>Cystic Fibrosis and School (A guide for teachers and parents)</p> <p><a href="http://www.cftrust.co.uk">www.cftrust.co.uk</a></p> <p>Tel: 020 84647211</p>	
<p>Children with diabetes (Guidance for teachers and school staff) <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a></p> <p>Leicester Royal Infirmary 9 am – 5 pm Diabetes Office</p> <p>0116 2586796 Diabetes Specialist Nurses 0116 2587737 Consultant Paediatric</p>	<p>See appendix E on EIS under ‘A’ administration of medicines documentation.</p> <p>Please note the opportunity to attend diabetes in Schools training day – regularly advertised on EIS. This is funded by Diabetes UK and is supported by our team of specialist consultants and nurses.</p>
Diabetes Caroline Services	Tel: 0345 1232399
<p>Insurance Section Leicestershire County Council</p> <ul style="list-style-type: none"> <li>• Additional insurance</li> <li>• Concerns</li> </ul>	<p>Contacts: -</p> <p>David Marshall-Rowan – 0116 305 7658 James Colford – 0116 305 6516</p>
<p>County Community Nursing Teams:</p> <ul style="list-style-type: none"> <li>• Information on School nurses</li> </ul> <p><u>East Region</u> – Market Harborough/Rutland/Melton</p> <p><u>West Region</u> – Hinckley/Bosworth/Charnwood</p>	<p><u>East Region</u></p> <p>PA: 1) Janet Foster 01858 438109 PA: 2) Clare Hopkinson 01664 855069</p> <p>Locality managers: 1) Maureen Curley 2) Jane Sansom</p> <p><u>West Region</u></p> <p>PA: Sally Kapasi 01509 410230</p> <p>Locality managers: Chris Davies Teresa Farndon</p>
<p>Corporate Health, Safety &amp; Wellbeing Leicestershire County Council County Hall, Glenfield, Leics. LE3 8RF</p>	<p>Tel: 0116 305 5515 <a href="mailto:healthandsafety@leics.gov.uk">healthandsafety@leics.gov.uk</a></p>