

York High School

Administration of Medicines Policy

Adopted by Governors: March 2020

Review timetable: 1 year



INTRODUCTION

York High School is committed to reducing the barriers to participation in activities and learning experiences for all children. The school has a Supporting Students with Medical Needs policy which covers the arrangements for this commitment in detail and ensures full access to learning for all children who have medical needs. This policy sets out the steps which York High School will take to ensure safe and proper management of any medicines required by young people and reflects the City of York Local Authority guidance (August 2015) 'Guidance for Supporting Children and Young People in Schools With Medical Conditions'.

Medicines should only be taken to York High School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the 'school day'.

The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. If staff follow documented procedures, they are fully covered by their employer's public liability insurance.

York High School will ensure that staff receive proper support and training where necessary. The headteacher or teacher in charge will decide when and how such training takes place, in their capacity as a line manager. York High School will access support and training via the agreed City of York pathways outlined in City of York Local Authority guidance (August 2015) 'Guidance for Supporting Children and Young People in Schools With Medical Conditions'.

All practices and procedures referred to in this document reflect the collaborative agreement reached between City of York Council, NHS Trusts, Teaching Unions and UNISON. The policy is based on the DfE publication Supporting Pupils at School with Medical Conditions, first published in September 2014.

This policy is available on request from the school office, has been agreed by the Governing Body and is reviewed annually.

ROLES & RESPONSIBILITIES

It is important that the responsibility for children's medication is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies is essential to ensure that any necessary medical interventions during school activities are carried out safely and correctly. Schools need to agree and record their individual arrangements to provide appropriate medical support for each pupil who needs it via prior discussion with their parents and relevant health professions.

Parents and carers

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the fulltime care of a child on a settled basis such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

It only requires one parent to agree or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. It is important that professionals understand who has parental responsibility for a child. The Children Act 1989 introduced the concept of parental responsibility. Further guidance in respect of 'parental responsibility' can be found in the DfE document.

Parents are responsible for providing sufficient information about their child's medical condition and any treatment or special care needed at school, at the admission stage. When moving schools, they must keep the school informed of any new or changing needs.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the school and confirm this in writing. Such information should be kept in the child's personal file (or individual health care plan if there is one in place) at school for as long as necessary.

Parents and school management need to reach agreement on the school's role in helping with their child's medical needs. Ideally, the Headteacher should seek parental agreement before passing on information about their child's health to other school staff, but it should be acknowledged that sharing information is important if staff and parents are to ensure the best care for a pupil.

The Governing Body

The Governing Body is legally bound to set health and safety policy as required by The Health and Safety at Work Act 1974. The Governing Body delegates responsibility for the detailed and day-to-day implementation and monitoring of its policy to the Headteacher.

The Governing Body is responsible for making sure that all employees and volunteers involved in implementing this policy have adequate training to carry out the work safely and correctly.

The Governing Body should also ensure that there are appropriate systems for sharing information about children's medical needs in each school or other setting for which they are responsible.

Generally speaking, the administration of medicines is the responsibility of parents. There is no statutory or contractual duty for Headteacher or teaching staff to carry out these responsibilities. However, the administration of medicines may be included in the contractual duties of some support staff. So, to comply with this policy, schools must secure the services of:

- volunteers from existing teaching or support staff
- employees with specific contractual duties to undertake this work
- other persons as agreed in accordance with this policy.

The governing body has a general responsibility for all of the school's policies and for putting them into practice effectively, even when it is not the employer. Each governing body will generally want to take account of the views of the Headteacher, staff and parents in developing the policy on supporting pupils with medical needs. In City of York Local Authority schools, the governing body must make sure that any local arrangements comply with City of York Local Authority Health and Safety policies and procedures. Every school must have a designated teacher/member of staff with responsibility for children with medical needs. At York High School this will be the Assistant Headteacher Inclusion (SENCo).

The Headteacher

The Headteacher is responsible for carrying out and monitoring the Governing Body's policy in practice and for developing detailed procedures. When teachers/employees volunteer to give pupils help with their medical needs, the Headteacher should, where appropriate, agree that they can do this, and must make sure that they receive proper support and training wherever necessary. The Headteacher is accountable for local decisions about the school's role in administering medication.

The Headteacher should make sure that all parents are aware of the school's policy and procedures for dealing with medical needs. The policy needs to make it clear that parents should keep their children at home if they are acutely unwell. It should also cover the school's approach to administering medication at school.

For each child with medical needs, the Headteacher must agree with the parents exactly what support the school can provide. The Headteacher needs to formally agree to administer medication. Where there is a concern about whether the school can meet a pupil's needs, or the expectations of the parents appear unreasonable, the Headteacher can seek further advice from the School Health Service, the child's GP, or the Local Authority's Specialist Teaching Team.

The school must ask parents for relevant information about their child at enrolment. Parents must be aware of their role in providing this information and keeping it up to date.

The General Practitioner (GP)

GPs are part of the Primary Health Care Teams. Most parents will register their child with a local GP practice. GPs have a duty of confidentiality to their patients. Any

exchange of information between GPs and schools should be with consent of the child (if he/she is considered to have sufficient knowledge and understanding) or that of the parents. In some cases parents may want their GP to directly advise teachers about their child's medical need. More often, GPs may prefer to do this via liaison with the School Health Service.

Primary Care and NHS Trusts

PCTs have a statutory duty to purchase services to meet local needs. PCTs and National Health Service (NHS) Trusts may provide these services. PCTs, Local Authority and school governing bodies are expected to work in cooperation to determine need, to plan and to coordinate local provision within the resources available.

Other health professionals

The main contact for schools is likely to be the school nurse, whilst early years settings link with a health visitor. All schools have a named school nurse assigned to them. A school nurse is a specialist practitioner and trained nurse working across health and education. School nurses also provide a link between school, home and the community for the benefit of the child or young person.

Other health professionals may be involved in the care of children with medical needs. These could include a community paediatrician, for example, who may be directly involved in the care of the child, and who will also be able to provide advice to the school or other setting. There are specialist nursing support services for children with respiratory difficulties, epilepsy and diabetes, and a children's community nursing team who provide support for children with complex medical conditions.

Most NHS Trusts with School Health Services have pharmacists, often referred to as Community Services Pharmacists. They can provide advice on storage, handling and disposal of medication.

Other pupil/peer groups

In some cases it may be appropriate to raise the awareness of other pupils/peers to an individual's medical needs (with agreement of all parties). This would need to be handled sensitively but could be useful, for example where a child has a severe food allergy, in outlining the role that others can play such as not sharing food or alerting staff if the child is in difficulty. This would be a supportive role rather than a responsibility but could prove beneficial to explore depending on individual circumstances.

Additional information can be found in the CYC guidance document 'Guidance for Supporting Children and Young People in Schools With Medical Conditions'.

This policy should be read in conjunction with the school's policy on 'Medical Needs' which provides further details on roles and responsibilities.

ARRANGEMENTS

1. Prescribed Medicines

Medicines should only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in school without prior agreement of the Headteacher. Complete written and signed instructions from parent/carer are required. **(Form 3 and 4)**

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to a nominated person authorised by the Headteacher. At York High School this will be the staff at Pupil Reception. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to Form 3.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

2. Controlled Drugs

The school agrees in principle to the administration of controlled drugs (eg methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs York High School will inform parents and, where necessary, the police.

3. Non-prescribed Medicines

York High School discourages the use of non-prescribed medication and will not give non-prescription over the counter medicines.

4. Self-Management/Administration

York High School encourages children, where appropriate, to manage their own medication, under the supervision or with the knowledge of staff and following procedures laid out in their individual health care plan. This may include carrying their medication securely on their person, or collecting it from a lockable facility. The safety of other pupils will always be considered (**Form 7**).

Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Early years settings, Early years and Foundation Stage, Key Stage 1

Asthma inhalers will be kept within the classroom, in a designated container which is recognised by all staff and the children concerned. A designated member of staff will take this container to other locations in the building when children move between areas.

Key Stage 2 and above

Children are encouraged to carry their own asthma inhalers, if appropriate.

5. Short Term Medical Needs

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the 'school day'. In certain circumstances, eg completing a course of antibiotics, parents may apply to the Headteacher, using **Form 3**.

6. Long Term Medical Needs / Individual Health Care Plan

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed, using **Form 2**. York High School will involve parents and other relevant parties such as:

- Headteacher
- Child (if appropriate)
- Class Teacher/Form Tutor/Head of Year
- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, York High School will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan (**Form 2**).

Further details on producing Individual Health Care Plans can be found in the school's Medical Needs policy.

7. Dealing with medicines safely

7.1 Storage

York High School will ensure that all emergency medicines such as asthma inhalers and adrenaline pens are readily available to children and not locked away. Whenever possible, children are encouraged to carry their own inhalers.

Medicines are stored strictly in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed. Medicines which need to be refrigerated are kept in a refrigerator in the school office.

(NB Cupboards should be well constructed and lockable and should generally be in a room not accessible to children. Medicines can be stored in a refrigerator containing food provided they are in an airtight container and clearly labeled. There should be restricted access to a refrigerator storing medicines.)

Children are told where their own medicines are stored and who holds the key.

Staff should be aware of the implications for safe storage of their own medicines.

7.2 Administration of Medicines

No child under 16 can be given medication by staff employed by the school, without their parent/carer's written consent.

Staff giving medicines will routinely check

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber

7.3 Record Keeping

School will keep a record of medicines given to children and the staff involved. (**Forms 5 & 6**) This will also apply to off-site activities eg residential trips etc.

A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

7.4 Refusing Medication

If a child refuses their medication, school staff will not force them to take it but will note it in the records. The school will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

8 Sporting Activities

York High School will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert ® (eg a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert ® and will keep it safe.

9 Educational Visits

York High School is aware of its responsibilities under the Equalities Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

9.1 Journeys abroad and exchange visits

If children are involved in journeys abroad, arrangements will be made to ensure that all receiving parties have a clear understanding of the child's medical needs. In some circumstances it may be necessary to provide translated documentation.

10 Home/school transport

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs/Education Health Care Plan. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

11 Disposal of Medicines

Parents/carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents/carers

are requested to collect medicines held at the end of each term. A record will be made using **Form 3** of all medicines returned to parents/carers.

If parents/carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal. A record of disposal will be made on **Form 3**.

12 Hygiene/Infection Control

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

13 Training

York High School will ensure that staff receive proper support and training where necessary. The Headteacher or teacher in charge will agree when and how such training takes place, in their capacity as a line manager.

York High School will work within the CYC policy 'Guidance for Supporting Children and Young People in Schools With Medical Conditions' (*August 2015*) when responding to the needs of children with the following common conditions:

Asthma
Epilepsy
Diabetes
Anaphylaxis

General awareness raising will cover:

- The employer's policy on administration of medicines
- Tasks staff should not undertake
- Understanding labels and other instructions
- Administration methods eg tablets, liquids, ointments, eye drops, inhalers etc
- Infection control measures
- Side effects or adverse reactions to medicines and medical procedures and how to report this
- Recording the administration or failure to administer eg if a child refuses medicines
- How and when to contact the child's parent, GP, nurse etc
- Safe storage of medicines
- Disposal of waste materials
- Awareness of policies on infectious diseases
- Awareness of policies on admitting children with or recovering from illnesses

Child specific training will be accessed via the school's SENCo as required.

Appendix 1

Administering Epipens

The purpose of this information is to describe to the parent, governors and staff the measures taken by the school to protect those children who may need to receive the administration of an epipen. This information only describes in outline the causes and symptoms of anaphylaxis. A number of school staff will receive training on anaphylaxis and how to respond. Key staff will be trained in the administration of the epipen.

Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) or non foods (wasp and bee stings, certain medicine, even exercise). The symptoms of anaphylaxis can be identified by the effects on the respiratory system, cardiovascular system gastrointestinal system, skin, nervous system, genitourinary system. In the event of an attack it is important to ensure that an epipen is administered as soon as possible and then call 999 for an ambulance.

A number of school staff have been trained through appropriate training providers, about anaphylaxis and the administration of epipens. At appropriate intervals there will be a training session for new members of staff or those who want a refresher on anaphylaxis and how to respond.

At the beginning of each year, the names and photographs of all children at risk will be available to staff via the Individual Health Care Plans on the O Drive. Hard copies are kept with any medication at Pupil Reception. However, it is important to recognise that in a large school like York High School, it is very difficult for all members of staff to know all children, but that staff should contact Pupil Reception immediately if they have concerns. This should be done either by phone or by a runner.

After receiving advice from the School Nurse, it has been agreed that each child should have one epipen kept in school. These will be kept at Pupil Reception (in a box labelled clearly with the student's name and photograph). In addition each pupil will carry with him/herself their own epipen. The date of the epipen kept in school will be checked at regular intervals by Pupil Reception who will inform parents prior to the use by date to allow for a replacement to be sought.

If any pupil known to carry an epipen is attending a school trip/visit a member of staff who has been trained to administer epipens will also be required to attend. The school epipen should be kept by a member of staff and the pupil should carry their own epipen as they do in school.

A list of members of staff trained in administering epipens will be kept in the Health & Safety training file.