Brooklands School Managing Medication in School Policy

Written: November 2022, Reviewed April 2023 Reviewed April 2025

Next Review Date: April 2027

OVERVIEW

Brooklands School is committed to positively promoting the inclusion of children and young people with health care needs. Where learners have been prescribed medications by a doctor, or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that pupils who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. The policy also sets out how the school will establish safe procedures.

OBJECTIVES

To establish protocols to: -

- Keep medication safe in school and in the community, if emergency medication needs to be carried with the learner.
- Ensure that pupils who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
- Make safe provision for the supervision and administration of medication in school time (including after school clubs, extended off site visits and residential visits).

STRATEGIES

Administering Medicines

1. We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a pupil's health
2. Only medication prescribed by a Doctor, or authorised Health Care Professional, will be administered in school.
3. In general, over the counter medications should not be brought into school unless they are included in a pupil's Health Care Plan. Where it is essential for a pupil's attendance for them to receive non-prescribed medications, then school, parents and medical staff should work together to ensure a protocol is included in the Health Care Plan for that pupil.
4. Where pupils require for example food supplements and/or herbal medication school staff, parents and the Community Nursing Team will work together to ensure these are included on a Health Care Plan

5. The NHS Community Nursing Team, Physiotherapists, Occupational Therapists and other health care professionals will provide training as appropriate. For specialist equipment an appropriately trained person will be used.
6. Only members of staff that have been trained and authorised by the Headteacher may administer medication, deliver gastrostomy feeding and operate suction and VNS. In an emergency the Headteacher will make appropriate alternative arrangements. In some special circumstances, as determined by the Headteacher, a pupil's parents or qualified, specialist, nursing staff may be asked to visit school to administer medication.

7. Where appropriate a Health Care Plan will be drawn up in conjunction with parents, medical staff, community nursing team and other health care professionals. This plan will cover:
    - Details of a pupil's condition
    - Special requirements eg. Dietary needs
    - Any side effects of the medicines
    - What constitutes an emergency
    - What action to take in an emergency
    - Who to contact in an emergency
    - The role staff can play

8. The designated person, Sharon Whitfield (H.L.T.A.), will organise an annual review of the Health Care Plan with the appropriate health care professionals and parents for it to be updated and distributed to the relevant persons. A record of pupil's allergies will also be provided for each class for staff awareness.

School Paracetamol Procedure

This procedure allows all schools, early years settings, academies and pupil referral units, who are insured with North Yorkshire County Council, to administer non – prescribed Paracetamol to pupils in their setting if it is essential to do so.
This includes Paracetamol tablets, capsules and liquid suspension (e.g. Calpol)
The following requirements must be adhered to:-

- Paracetamol must have a dispensing label from the pharmacy, with the child's name and the dosage on it. This does not mean it must be prescribed, pharmacies will provide this service.
- Written parental consent must be obtained in advance (as outlined above)
- School must know the date and time the most recent dose was taken by the pupil.
- The school's administration of medication record must be completed
- The pupil's parents must be informed as soon as is reasonably possible.
- The medicine must be age appropriate ie. Calpol Six Plus must not be given to children under 6.
- Follow dosage instructions on the label.
- Pain relief must not be given following a head injury or accident without first seeking medical advice.

Practice and Protocol

9. Parents must send in written requests for staff to administer or supervise the administration of medication and complete a Request for School/Setting to Administer Medication (NYCC Form Med 1) or Request for Child/Young Person to Carry and Self Administer Medication (NYCC Form Med 3)
10. If a pupil is to self administer their own medication a school risk assessment must be completed first.
11. All medicine administered in school should be done in accordance with

Managing and Administering Medicine-Procedures for Staff. (Appendix One)
Medication should be in its original packaging with the prescribers script attached displaying the following :

- Correctly named pupil
- Name of the drug
- States the dose of the drug
- States time and frequency to be given
- Has a clear expiry date
- States any special instructions-eg To be kept in the fridge

School will not accept medicine that has been taken out of its container as originally dispensed. Ideally they should not have broken seals but it is understood that some medications, such as anti-biotics, travel between school and home for administration.

12. Short term medicines, such as anti-biotics, should only be administered in school when the dose states 'four times per day'. Anything less than this can be safely managed at home.
13. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator it will placed in the lockable medication fridge in the staffroom. Class staff will retain the key until needed.
14. Medication will be stored in secured cabinets with a copy of the Health Care Plan, Request for School/Setting to Administer Medication or Request for Child/Young Person to Carry and Self Administer Medication (Form Med 3) and Administration of medication Record (NYCC Form Med 2)
15. Whenever possible medication will be administered in the presence of two appropriately trained members of staff, however in emergency situations this may not always be possible. Details will be recorded on the Administration of Medication Record (NYCC Form Med 2).
16. Personal protective equipment will be provided for staff if required and appropriate disposal arrangements made.
17. Parents/carers will only be notified when emergency medication or pain relief has been administered (not routine medicine) stating the medicine, dose and time in the pupil's Home/School Diary. Conversely, should parents need to give emergency medication or pain relief prior to attending school, they should state the medicine, the dose and time in their child's diary.
18. If a pupil refuses to take medicine, staff should not force them to do so but note this in the pupil's home/school diary and on NYCC Form Med 2. Should this refusal result in an emergency, the Headteacher will decide on the appropriate course for action.

19. Parents/carers must inform the school when their child's medical needs change. This includes changes with dosages/administration which should be accompanied by a covering note from the appropriate health care professional.
20. Parents are responsible for ensuring that any medication stored in school is replaced before the expiry date. It is the responsibility of parents to dispose of unused out of date medication and these will be returned via pupils or escorts as appropriate.
21. If emergency medication is not available when required the emergency services will be called and parents notified.
22. Physiotherapy will be delivered under the guidance of the designated school physiotherapist.

Pupils Traveling With Medication: Off-site Visits and Residential Trips

23. Pupils travelling with medication for use on transport or respite visits, will hand in their medication (via the escorts) on arrival at school. Escorts will sign to say it has been handed over and nominated school staff will sign to say school has received it. It will be stored securely in a locked cabinet and returned to the escort at the end of the day. School are only storing this medicine, School is not opening, handling or using this medication. The same goes for overnight bags which may sometimes contain medication.
24. For off site visits medication packs including copies of any emergency care plans and Form Med 2 will be carried either by staff or by the pupil as is appropriate to the individual. Medication carried by staff will be stored in lockable medication bags for security.
25. If the off-site visit is a sporting activity, staff should be aware of any medical conditions that may be affected by exercise eg. Asthma and Diabetes and be prepared to follow any precautionary measures related to these conditions.
26. On residential visits it may be necessary to take additional medicine not routinely given during the school day. The same procedures set out in this policy should be adhered to and all paperwork taken and stored with the appropriate medicine.
27. Medicine on residential visits will be stored in lockable portable drawers. The keys will be held by nominated named staff. Any surplus medicine at the end of the visit will be returned to parents.

OUTCOMES

Although there is no legal or contractual duty on school staff to administer medicine or supervise a young person taking it the school will do all it can to ensure that pupils with medical and special needs will have as little disruption to their education as possible. It will endeavour to make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.