



Upper Beeding Primary School

Managing Medicines in School Policy

November 2022

Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. The Governing Body of Upper Beeding Primary School will ensure that these arrangements fulfil their statutory duties and follow guidance outlined in 'Supporting Pupils at School with Medical Conditions December 2015'. Educational establishment staff do not have a legal duty to give medicines or medical treatment. However, medicines will be administered at UBPS to enable the inclusion of pupils with medical needs, promote regular attendance, and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation, Implementation, Monitoring and Review

The Governing Body will develop policies and procedures to ensure the medical needs of pupils at Upper Beeding Primary School are managed appropriately. They will be supported with the implementation of these arrangements by the Head Teacher and school staff.

The lead for the management of medicines at Upper Beeding Primary School is **Lou Brown** or in her absence **Christine Gilliam**. In their duties staff will be guided by their training, this policy and related procedures.

All staff, Governors, parents/carers, and members of the Upper Beeding Primary School community will be made aware of, and have access to, this policy. This policy will be reviewed bi-annually by the Managing Medicines Lead and its implementation reviewed by the Pupil Welfare Committee.

Insurance

Staff who follow the procedures outlined in this policy and who act in good faith are covered under WSCC insurance policies against personal liability from civil claims. Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

Admissions

When the school is notified of the admission of a pupil, the lead for the management of medicines will seek parental consent to administer short term ad-hoc non-prescriptions medication (*Appendix Two Template B*). An assessment of the pupil's medical needs will also be completed on admission (or prior if needs are known). This might include the development of an Individual Health Care Plans (IHCP) or Education Health Care Plans (EHCP) and require additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However, the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Confidentiality

As required by the General Data Protection Regulations (GDPR) 2018, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs, and this should be recorded on the IHCP or EHCP. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

All Prescribed and Non-Prescribed Medication

On no account should a child come to school with medicine for self-administration if he/she is unwell. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. If a pupil refuses their medication, they should not be forced. In this case, the school will contact the parent/carer and, if necessary, the emergency services.

The school will keep a small stock of paracetamol and antihistamine for administration with parental consent (*Appendix Two Template B*) for symptoms that arise during the school day – parents will be contacted before administration. All other medication must be supplied by the parent/carer in the original pharmacist's container clearly labelled with the prescription, and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the school office with the appropriate consent form (*Appendix Two Template C and /or C1*). The school will inform the parent/carer of the time and dose of any medication administered at the end of each day by telephone or in person.

1. Consent to Administer Medication

Parental/carer consent to administer medication will be required as follows:

Short term ad-hoc non-prescribed medication - the school will request parent/carer consent (*Appendix Two Template B*) to administer ad-hoc non-prescription medication when the pupil joins the school. The school will send annual reminders requesting parents/carers to inform the school if there are changes to the consent gained when the child joined the school. If the school is not informed of any changes by the parent/carer, it will be assumed that consent remains current.

Prescribed and non-prescribed medication - each request to administer medication must be accompanied by the required consent (*Appendix Two Template C and/or Template C1*, or, if applicable, on the IHCP).

2. Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. The school will accept prescribed medications that need administration four times a day or more. Administration will be recorded (*Appendix Two Template D or Template E*) and the parent/carer informed. Parents/carers are expected to remove any remaining medicine from school once the prescribed course has been completed.

Occasionally a GP may prescribe a medicine that has to be taken during the school day. Parents may call into the school and administer medicine to their child (*Appendix Two Template E*), or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent/carer must supply the medicine in the original pharmacist's container clearly labelled with the prescription including details of possible side effects (PIL) to the school office and must complete a consent form (*Appendix Two Template B*). On no account should a child come to school with medicine if he/she is too unwell to attend.

3. Non-Prescription Medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school, the school will administer non-prescription medicines. The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures, or nutritional supplements unless prescribed or recommended by a GP and detailed on an IHCP or EHCP as part of a wider treatment protocol. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as for prescription medicines. If the relevant symptoms develop during the school day as detailed under the paragraph 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- Liquid paracetamol (age relevant)
- Liquid antihistamine

All other non-prescription medications will only be administered by staff providing:

- the parent/carer confirms daily the time the medication was last administered and this is recorded (*Appendix Two Template C1*)
- medication is licensed as suitable for the pupil's age
- medication is suitable for the pupil i.e. if a child is asthmatic, the medication is suitable for that condition
- administration is required 4 or more times per day
- medication is supplied by the parent/carer in the original packaging with the manufacturer's instructions and PIL
- parent/carer consent has been completed (*Appendix Two Template C and Template C1*) and confirmation received that the medication has been administered previously without adverse effect

The school will NOT administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time
- for more than 48 hours. Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a note from the GP. In the absence of a GP's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours, the school will advise the parent to contact their GP. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional, the school can continue to administer medication at their own discretion.
- a request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode, and not for more than 2 episodes per term. It will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/carers will be advised to contact their GP.
- skin creams and lotions will only be administered if prescribed and with parent/care consent (*Appendix Two Template C*).
- medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.
- if parents/carers have forgotten to administer non-prescription medication that is required before school, requests to administer will be at the discretion of the school and considered on an individual basis.

4. Short Term Ad-Hoc Non-Prescribed Medication

A small stock of standard paracetamol and antihistamine will be kept by the school for administration if symptoms develop during the school day.

Only the following will be administered following the necessary procedures:

- For relief from pain - standard paracetamol in liquid form (i.e. Calpol or pharmacy equivalent) will be administered for the relief of pain i.e. period pain, migraine.
- For mild allergic reaction – standard antihistamine in liquid form (i.e. Piriton) – see 14 Anaphylaxis.
- For travel sickness – medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/carer in its original packaging with the PIL.

Only 1 dose of any of the above medications suitable to the weight and age of the pupil will be administered during the school day.

5. Pain Relief Protocol for the Administration of Paracetamol

If a request for non-prescribed pain relief is made by a pupil or staff member (advocate for a non-verbal/non-communicating pupil) before 12:00pm:

- The school will contact the parent/carer and confirm that a dose of pain relief was not administered before school. Parents/carers and if appropriate the pupil will also be asked if they have taken any other medication containing pain relief medication i.e. decongestants such as Sudafed, cold and flu remedies such as Lemsip, medication for menstrual cramps such as Feminax, and these conversations will be recorded. If confirmed that a dose of pain relief has not been administered in the past 4 hours, the school will, with parental consent, administer 1 dose (*Appendix Two Template E*).
- If the school cannot contact the parent/carer and, therefore, cannot confirm if pain relief was administered before school, the school will refuse to administer pain relief until after 1:00pm.

If a dose of pain relief has been administered before school:

- The school will not administer paracetamol until 4 hours have elapsed since the last dose, and no more than 4 doses can be administered in 24 hours.

If a request for pain relief is made after 1:00pm:

- The school will assume the recommended time between doses has elapsed, but will confirm with the parent/carer and the child, if appropriate, before administering 1 standard dose of liquid paracetamol. This will be recorded (*Appendix Two Template E*).

The school will always inform the parent/guardian if pain relief has been administered this will include the type of pain relief and time of administration.

Pupils with Long-term or Complex Medical Needs

The school will follow Government guidance and develop an IHCP or EHCP for pupils who:

- have long term, complex or fluctuating conditions – these will be recorded (*Appendix 1 Template 1*).
- require medication in emergency situations – these will be recorded (*Appendix 1 Template 2 for asthmatics, Templates 3,4, 5 & 6 for anaphylaxis*).

Parents/carers should provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/carers, Head Teacher, School Nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. Healthcare plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition.

1. Asthma

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the WSCC Asthma Toolkit. Pupils with asthma will be required to have a prescribed emergency inhaler and a spacer (if required) in school. The school may ask the pupil's parent/carer to provide a second inhaler if the child's asthma is severe. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required. A record of this communication will be kept.

In accordance with amendments made to the Human Medicines Regulations 2012, from October 2014 a salbutamol inhaler and spacer will be held by the school to cover emergency use. The school will be responsible for ensuring this inhaler remains in date.

The school will hold a register of all the pupils diagnosed with asthma, will develop IHCPs for those pupils with severe asthma, and complete an individual protocol for pupils with mild asthma.

Staff will all received training annually in the administration of asthma medication. A record of this training will be kept.

2. Anaphylaxis

Every effort will be made by the school to identify and reduce the potential hazards/triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommendation that all staff are trained in the administration of auto injectors and that training is renewed annually. A record of this training will be kept.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parents/carers to provide 2 prescribed auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required. A record of these communications will be kept. If the school does not hold 2 in date auto-injectors for each pupil, then a suitable number of auto-injectors may be purchased for use by the school in an emergency. The school will be responsible for ensuring this medication remains in date.

Mild Allergic Reaction Non-prescription antihistamine will be administered, with parental consent, for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes). The pupil must be monitored for signs of further allergic reaction if antihistamine is not part of an initial treatment plan.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact with hazardous equipment after administration of the medication i.e. P.E. session, Science, Design and Technology.

Hay Fever Parents will be expected to administer antihistamine to their child before the start of the school day if they suffer from hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure.

Severe Allergic Reaction Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction, this will be detailed on the pupil's IHCP. The school will administer 1 standard dose of liquid antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. **During this time, pupils must NEVER be left alone and should be observed at all times. Parents will be informed.**

If symptoms develop further, or there are any signs of anaphylaxis, or if there is any doubt regarding symptoms, then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay, an ambulance called and the parents informed.

Medical Emergencies

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHCP or EHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHCP or EHCP is given to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained school staff. If the pupil's medication isn't available, staff will administer the school's emergency medication with prior parental consent.

Instructions for calling an ambulance are displayed prominently by the telephones with external lines in the main school office, staff room, modular building, and old building (*Appendix 2 Template G*).

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use e.g midazolam will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school (*Appendix 2 Template D and Template E*).

Pupils Taking Their Own Medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's IHCP or EHCP and parents should complete the self-administration section of the consent form (*Appendix 1 Template C*).

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely where access by pupils is restricted. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key, and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam **must not be locked away**, and are stored in the school medical room or child's classroom in easily identifiable and clearly named individual baskets. If appropriate, certain emergency medication can be held by Year 5/6 pupils. The school will make an assessment as to the competency of each individual pupil to carry their own medication. Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the fridge in the school office kitchen to which pupil access is restricted, and will be clearly labelled. There are specific arrangements in place for the storage of controlled drugs.

Waste Medication

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe the remainder (amount above the required dose) should be returned to the bottle before

administration. If only a half tablet is administered the remainder should be returned to the bottle or packaging for future administration.

If a course of medication has been completed or medication is date expired it will be returned to the parent/carer for disposal.

Spillages

A spill must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the school's procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary parents will be asked to provide additional medication.

If the school holds any cytotoxic drugs, their management will be separately risk assessed and Health and Safety Executive (HSE) guidance will be followed.

Record Keeping – Administration of Medicines

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

A parent/carer will be informed if their child has been unwell during the school day and medication has been administered. All information will be recorded on the appropriate record sheets as outlined in Appendix 1 and Appendix 2.

Recording Errors and Incidents

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication ie prescribed for another child
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date

the incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/carer. Details of the incident will be recorded locally as part of the school's local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management will investigate the incident and change procedures to prevent reoccurrence if necessary.

NB: Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

Staff Training

The school will ensure all staff complete Managing Medicines in Schools training before they can administer medication to pupils. The school will ensure that all staff who may occasionally need to administer a medicine are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course. The school will ensure that the two Managing Medicines Leads will receive this WSCC training regularly when required. Staff given instruction by the lead for medicines MUST complete an annual competency test and achieve a score of 100% in order to administer medication. A record of this training will be kept.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. All school staff are trained annually to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example Diabetes (insulin) and Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the School Nurse.

Risk Assessing Medicines Management on all Off-Site Visits

Pupils with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals so that extra measures (if appropriate) can be put in place. A copy of the pupils IHCP or EHCP will be taken on the visit and detailed arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a pupil requires prescribed or non-prescribed medication during visit and an IHCP or EHCP has not been developed and the management of their medication differs from procedures followed whilst in school, the school will conduct a risk assessment and record their findings.

The results of risk assessments, however they are recorded i.e. IHCP, EHCP, will be communicated to the relevant staff and records kept of this communication.

1. Medicines on Educational Visits – Off-Site One Day

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (*Appendix 2 Template C*) and supply a sufficient amount of medication in its pharmacist's container with the PIL. Non-prescription medicines as detailed in this policy can be administered by staff. Pupils must not carry non-prescription medication for self-administration. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

2. Medicines on Residential Visits – Overnight Stays

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer non-prescription medicines as described in this policy i.e. anti-histamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, or toothache.

The school will keep its own supply of non-prescription liquid antihistamine and age relevant liquid paracetamol for administration to pupils during a residential visit and parents must give written permission prior to the visit and sign to confirm they have administered the medication previously without adverse effect (*Appendix 2 Template C and Template C1*). The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring non-prescribed medication on the residential visit for self-administration.

Complaints

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head Teacher. If the issue cannot easily be resolved the Head Teacher will inform the Governing Body who will seek resolution.

UBPS Managing Medicines in Schools Policy should be read in conjunction with the following guidance:

WSCC Asthma Toolkit May 2020 (still valid at Oct 2022)

Appendix 1 - WSCC Health Care Plans Templates October 2020 (still valid Oct 2022)

Appendix 2 - WSCC Administering Medicines in Schools Templates December 2021 (still valid Oct 2022)

DfE Supporting Pupils in School with Medical Conditions December 2015 (still valid Oct 2022)

Adapted for Upper Beeding Primary School from West Sussex County Council Model Policy dated
1st November 2018

Reviewed by Managing Medicines Lead and PW Committee November 2020 – no changes to WSCC Model
Policy at this time

Reviewed by Managing Medicines Lead October 2022 and PW Committee November 2022 – WSCC Model
Policy updated December 2021 – very minor changes, mainly Covid related