



Elmfield Rudolf Steiner School

Administration of Medication Policy, Protocols and Guidance

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Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
03/06/19	Lesley Taberer	Bursar	
26/6/19	Sue Dawson	Estates Trustee	
07/10/19	Lesley Taberer	Bursar	
14/11/19	Sue Dawson	Health & Safety Trustee	
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Introduction

This guidance is in line with national guidance: Keeping Children Safe and Well, December 2018 Dudley MBC; Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE December 2015.

The purpose of this document is to provide advice to staff on managing medication in settings and to put in place safe and effective systems to support individual Pupils.

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. The statutory guidance in the document supporting pupils in school with medical conditions, DfE Sept 2014 (updated December 2015) is intended to help school governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all Pupils with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Setting staff may be asked to perform the task of giving medication to pupils but they may not, however, be directed to do so. The administering of medicines in settings is entirely voluntary and not a contractual duty unless expressly stipulated within an individual's job description. In practice, many setting staff will volunteer. If a decision is made that medication is not going to be given, the setting will need to consider what other measures are to be taken when pupils have long term health conditions or otherwise need medication. These measures must not discriminate and must promote and safeguard the good health of pupils.

Common law duty of care

Anyone caring for pupils, including teachers and other setting staff, has a common law duty of care to act like any reasonably prudent parent. This relates to the 'common law': the body of law derived from court decisions made over the years, as opposed to law which is set down in statute.

The duty means that staff need to make sure that pupils are healthy and safe, and in exceptional circumstances, the duty of care could extend to administering medicine and/or taking action in an emergency.

The duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

Access to education and associated services

Some Pupils with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995/Equality Act 2010.

The public sector Equality Duty, as set out in section 149 of the Equality Act, came into force on 5 April 2011, and replaced the Disability Equality Duty. Disability is a protected characteristic under section 6 of the Equality Act.

The public sector Equality Duty requires public bodies to have due regard in the exercise of their functions to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Responsible bodies for schools must not discriminate against pupils in relation to their access to education and associated services. This covers all aspects of school life including: school trips, school clubs, and activities. School should make reasonable adjustments for disabled pupils including those with medical needs at different levels of school life; and for the individual disabled pupil in their practices, procedures and school policies.

Some pupils may also have special educational needs (SEN) and may have an Education, Healthcare Plan (EHCP) plan which brings together health and social care needs, as well as their special educational provision. For pupils with SEN, this guidance should be read in conjunction with the Special educational needs and disability (SEND) code of practice. For pupils who have medical conditions that require EHCP plans, compliance with the SEND code of practice will ensure compliance with the statutory elements of this guidance with respect to those pupils.

Under the Health and Safety at Work Act 1974, employers of 5 or more employees (including local authorities, governing bodies, management groups etc.) must have a Health and Safety policy. Settings Health and Safety policies should incorporate arrangements for managing the administration of medicines and supporting Pupils with complex health needs. This will support settings in developing their own operational policies and procedures. The policies can be based on the Corporate Health and Safety Policy. Appropriate risks assessments will need to be undertaken and should be included in the setting Health & Safety audit procedures.

Accommodation

The Education (Independent School Standards) Regulations 2014 Part 5 Paragraph 24 (a) provides that schools must have suitable accommodation for the medical examination and treatment of pupils.

Protocol for Safe Handling of Pupil Medication at Elmfield School

Parents/carers where possible should administer medication to the pupil outside of school hours. Where this is not practicable, they should arrange with the school for the administration of medication by school staff, as per this policy.

- Pupils and young persons who are unwell should not attend school.
- Only medication that has been prescribed by a G.P. or a Consultant and dispensed via a pharmacy will be administered in school.
- All medication must be supplied in its original container, with the pharmacist's original label, with the following clearly shown:
 - Pupil's name and date of birth
 - Name and strength of medication
 - Dose
 - Any additional requirements e.g. in relation to taking with food/ empty stomach etc.
 - Expiry date
 - Dispensing date
- Medication, medicated creams and other alternative remedies that have not been prescribed will not be given in school. However, should Analgesics (painkillers) be required for short term conditions these can be administered by the school (see section 'Guidance for giving Analgesics below).
- Medicated skin creams will not be applied unless prescribed.
- Medication forms are sent out to all Parents/carers when pupils enroll in the school and then annually unless Parents/carers inform us of any changes. Office staff oversee the administration of this.
- Medication will only be given in school when a Consent Form to Administer Medicines has been completed and an Administration Record form has been received or updated, to include all current prescribed medication.
- Pupils who have long term complex health needs will need to have a Health Management Plan. This needs to be completed by the Parents/carers and other health professionals and agencies involved in the pupils' care and in conjunction with the Class teacher/guardian and SEND team where applicable.
- Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or if medication is discontinued. Where long term medication has been commenced or discontinued, confirmation from G.P./Consultant may be required.
- Where it is felt to be necessary the school reserves the right to ask parents to supply a doctor's note or allow verbal contact with healthcare professionals, in order to support/confirm the information given. Until clarification has been received, the medication will not be administered. Parents/carers will be informed of this.
- If, for any reason, the Consent Form to Administer Medicines and the details on the pharmacy label of the medication do not agree then medication will not be given. Parents will be informed of this.

- It is parent's/carer's responsibility to supply in date medication to school.
- Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.
- It is Parents/carers responsibility to inform school immediately of any changes to pupil's medication regime and ensure the appropriate Medication authorisation forms are completed.
- Where it is felt necessary Elmfield school staff reserve the right to ask parents/carers to supply a doctor/consultant's note to support/confirm the information given on the medication authorisation form.
- Parents/carers will have administered this medication to their child at least twice before with no adverse reactions
- School staff participate in the administration of medication on a voluntary basis. However, the medical needs of the pupil need to be taken into account. If necessary, training and support will be provided for staff to enable them to safely administer medication. A register of staff trained to administer medication will be kept in school as it becomes necessary.
- If a pupil requires medication on a short-term basis, such as antibiotics, doses will only be given during school hours, if required three (TDS) or four (QDS) times a day basis. Parents/carers will be expected to give the remaining dosage at home.
- If a pupil is administered incorrect medication or dosage a member of the Coordination Group must be informed, immediately. Parents must be informed via telephone call, as soon as is practicable and advised to obtain immediate medical advice

Safe Administration of Medication

- All medication given must be checked by 2 members of staff. 1 person to administer medication and 1 to act as checker/witness to the act.
- Ideally staff should have access to facilities to wash their hands before and after administration of medication in the area the medication is to be given.
- Ideally, medication should be given in the room where it is kept. All paperwork, including administration sheet and consent should be available at the time of administering medication.
- When a pupil is out of school on educational visits school staff are permitted to administer medication only if they have undergone the required training and have been signed off as competent. A second member of school staff needs to be present as a witness and as a second signatory.
- The person administering the medication must:
 - Check the identity of the pupil before administration of medication
 - Ensure the dose has not already been given (via administration sheet).
 - Ensure the pharmacy label agrees with Consent Form to Administer Medicines.
 - Ensure medication is in date.

- School staff should refuse to give medication if it is not in a pharmacy labelled container with the following information:
 - Name and strength of medication
 - Amount to be administered
 - Name of pupil
 - Time to be administered
 - Expiry date
- An accurate written record must be kept of all medication administered to pupils using a Medication Administration Record sheet. All drug administration must be witnessed by a second person and recorded at that time.
- Every attempt should be made to ensure accuracy however errors can occasionally occur. If this happens there are strict guidelines which must be followed:
 - Never write over an error.
 - Never use correction fluid.
 - Never cross out.
 - Do not alter what has been written in any way
- Completed administration forms will be kept in the pupil's school file
- When a medication is discontinued the administration record will be stored in the pupil's school file.
- Staff administering medication should ensure it is returned to original storage for security and pupil safety.
- Out of date medication will not be administered.
- Where appropriate, students will be encouraged to participate in administration of their own long-term treatments under supervision from staff.
- School staff will not force a pupil to take medication. If for any reason the administration of medication is not possible, parents will be informed on the same day. This will be recorded on the administration sheet.
- For schools the recommended retention period for medication administration records is date of birth of the pupil being given the medication plus 25 years. This allows for records to be kept as evidence for litigation and be in line with our data retention records.
- Equipment required for administration of medication will be provided, where possible by parents/carers.

Medicine spoons, tablet crushers and medicine tots will be washed in warm soapy water after use, dried and stored with the student's medication. Syringes should be used for individual students, with one syringe per medication.

Disposal of any sharp items (sharps)

Some procedures involve using sharp items (sharps) such as lancets for blood glucose monitoring and needles from insulin pen devices. The safe disposal of sharps is essential if accidents and the consequent risk of infection with blood borne viruses are to be avoided. Sharps injuries are preventable with careful handling and disposal. Ensure any sharps bins are located in an appropriate place situated near where the injections/blood glucose monitoring takes place. Sharps bins can be obtained on prescription from the pupil's GP or purchased over the counter from a community pharmacy. Parents are responsible for provision of sharps bins to the school. Sharps bins should be stored in a locked cupboard. Dispose of used sharps immediately at the point of use. Always take a suitable sized sharps container to the point of use to enable prompt disposal and ensure the temporary closure mechanism is in place when the sharps bin is not in use. Parents should dispose of the sharps bin when full.

Pupils should not be carrying used sharps bins to and from school themselves. Arrangements for disposal should be outlined in the pupil's health care plan. Sharps bins should be securely locked when they are full, and a replacement provided to the school by the parent.

Guidance for giving Analgesics (painkillers)

Pupils of all ages who need regular analgesia should have their own individual supply that is kept in the school, in the safe in the School Office and pupils will be expected to visit the School Office when they need their medication. Records should be made by the office staff of the administration of this medication in the usual way

Elmfield School, in line with the recommendation from Dudley MBC will not keep a stock supply of analgesics on the site.

Protocol for Safe Storage of Medication in school

Medication should be stored in the safe in the Reception Office.

Medication requiring refrigeration should either be kept in the fridge in the Staff Room or the fridge in the Early Years Department Kitchen depending on the location of the pupil needing said medication.

Any drugs that have expired or are no longer needed will be sent home in order for parents to destroy.

Protocol for taking Medication out of school during school day

- When medication is taken off school premises, on educational visits, all medication must be stored in the supervising staff member's bag, which, where applicable, should be locked.
- For each off-site visit, a member of staff must take responsibility for the collection and return, safe storage, and administration of medication

Protocol for Safe Transportation of Medication between home and school

- Medication should always be provided in the original container, as dispensed by a pharmacist and include the name of the pupil and the prescriber's instructions for dosage and administration. Medicines should clearly show the expiry date. The school will not accept medication that have been taken out of the container, nor make changes to dosages on parental instruction.
- Wherever possible, the medication should be brought into school by a parent/carer and handed directly to a member of staff or the school nurse
- If a pupil is prescribed short term medication, where possible the parent carer should bring this into school. If this is not possible, parents must call school and speak to the Bursar or Education Lead to make arrangements for the transportation and administration of this medication.

Administration of Adrenaline using an auto injector device (e.g.: EPIPEN)

Upon enrolment at Elmfield School parents/carers of those pupils diagnosed with allergies/ anaphylaxis should make the school aware, in order to complete a Health Management Plan with emergency procedure for allergies and anaphylaxis.

There should be a minimum of 2 auto injector pens kept in school for each relevant pupil. The first pen should be accessible within the classroom environment, preferably in the class teacher/guardian's desk which is not accessible by other pupils. The second pen should be kept with the pupil in their bag/locker/desk where relevant.

It is the parent's/carer's responsibility to ensure that an adequate stock level of emergency medication is kept within school.

The parent/carer is responsible for renewing out of date and empty auto injector pens.

It is the parent's/carer's responsibility to inform the school of any changes regarding their pupil's dose and of changes in administration of emergency medication.

In the event of a pupil requiring emergency medication, the trained staff member administering will follow emergency procedure treatment plan, whilst acting promptly.

A 999 call must be made if Anaphylaxis is suspected.

Where a pupil has been given emergency medication, they are required to attend hospital (via ambulance) for further treatment/monitoring. Parents will be notified immediately.

Parents will be required to provide replacement medication (auto injector pen) before the pupil can return to school.

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Consent Form to Administer Medicines

Elmfield School staff will not give any medication unless this form is completed and signed.

I request and authorize that my child *be given/gives himself/herself the following medication:
(*delete where appropriate)

Name:			
Class:		Date of Birth:	
Address:			
Contact Number(s):			

Name of Medicine				
Type of Medicine:	Prescription	Yes/No	Over the Counter	Yes/No
Special precautions: i.e. take after eating				
Are there any side effects the school needs to know about?				
Time(s) of dose(es)		Dose:		
Start date		Finish date:		

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification (where applicable):

Name of professional:	
Contact Number	

I confirm that:

- It is necessary to give this medication during the school day.
- I agree to collect it at the end of the day/week/half term/end of term (delete as appropriate).
- This medicine has been given without adverse effect in the past.
- This medication is in its original container indicating the contents, dosage and my child's full name.
- This medication is within its expiry date
- This medication does not contain aspirin.

Name:	
Signature:	
Date:	
Relationship to child:	

NOTES

Any prescribed medication must be supplied to the school in the original container labelled by the pharmacist, with the name of the medication, full instructions for use and the name of the pupil. The school may refuse to administer any medication which is not in the original container.

The school will not agree to administer any medication in school, until the completion of the Consent Form to Administer Medicines has been made.

The school will not agree to administer any medication in school that is not essential to be administered during the course of the day. (If it is acceptable for doses to be given before and after school, the school should not be asked to administer during the school day).

For pupils on long-term medication, the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.

Parents are responsible for ensuring their child's asthma inhaler is in date. The school has the right to send a child home should they not have their inhaler with them, or the inhaler is out of date.

Parents are responsible for ensuring their child's auto injector device(s) is/are in date. The school has the right to send a child home should they not have their auto injector device(s) with them, or the auto injector device(s) is/are out of date.

Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.

A record will be kept by the school of all medication administered and when, in respect of each pupil for whom it has agreed to administer medicines.

Parents/carers will have administered this medication to their child at least twice before with no adverse reactions

It is Parents/carers responsibility to inform school immediately of any changes to pupil's medication regime and ensure the appropriate Medication authorisation forms are completed.

Where it is felt necessary Elmfield school staff reserve the right to ask parents/carers to supply a doctor/consultant's note to support/confirm the information given on the medication authorisation form.

Administration of Medication Record Form

Name:			
Class:		Date of Birth:	
Address:			
Contact Number(s):			
Known allergies:			

Date	Name of person bringing the medication	Name of medication	Amount supplied	Consent Form supplied	Expiry date	Dosage regime

Register of medication administered:

Date	Medication	Amount given	Amount left	Time given	Given by (initials)	Checked by (initials)	Comments/ Side effects