

# Hazelwick School Policy on supporting students with Medical Conditions

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## Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions'. The governing body of Hazelwick School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of students with medical needs, promote regular attendance and minimise the impact on a student'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

Hazelwick School will develop policies and procedures to ensure the medical needs of students at Hazelwick School are managed appropriately. They will be supported with the implementation of these arrangements by the Headteacher and school staff.

The Lead for Managing Medicines at Hazelwick School is Annie Mason (First Aider) or in their absence Rachael Jones. In their duties staff will be guided by their training, this policy and related procedures.

## Implementation monitoring and review

All staff, governors, parents/carers, and members of the Hazelwick School community will be made aware of and have access to this policy. This policy will be reviewed biennially, and its implementation reviewed and as part of the Headteacher's annual report to Governors.

## Insurance

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered by the Hazelwick Insurance Policies.

## Admissions including in year admissions and injuries

When the school is notified of the admission of any student, the School First Aider and Welfare Assistant will seek the parent's/carer's consent to administer short term-ad-hoc non-prescription medication using form 'section 2a Medical Emergency Information': Parent/carer consent to administer short-term non-prescribed 'ad-hoc' medicines'. This form is contained within the Hazelwick Transition Administration Pack. An assessment of the student's medical needs will be completed, this might include the development of an Individual Health Care Plan (IHCP) or Education Health Care Plan (EHCP) and require additional staff training. The school will endeavour to put arrangements in place to support that student as quickly as possible. However, the school may

decide (based on risk assessment) to delay the admission of a student until sufficient arrangements can be put in place.

### **Students with medical needs**

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

- Have long term, complex or fluctuating conditions, or require medication in emergency situations i.e., anaphylaxis and mild asthmatics, these will be detailed using an IHCP.

Parents/carers should provide the Headteacher 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, Headteacher, School First Aider and Welfare Assistant and other relevant health professionals to ensure that the student'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 student's medical condition.

### **All prescribed and non-prescribed medication**

On no account should a child come to school with medicine if they are unwell. Parents/ carers 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 student refuses their medication, they should not be forced, the school will contact the parent/carer and if necessary, the emergency services. Students should not bring any medication to school for self-administration.

The school will keep a small stock of paracetamol and antihistamine, for administration with parent/carer consent as detailed on form 'section 2a Medical Emergency Information' for symptoms that arise during the school day. All other medication must be supplied by the parent/carer in the original pharmacist's container clearly labelled and include details of possible side effects e.g., manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the main school reception with the appropriate consent form 'Parent/Carer Agreement for School Setting to Administer Medication'. The school will inform the parent/carer of the time and dose of any medication administered. For non-prescribed medications, this will be by telephone call to the parent/carer if medication is administered before 12pm, and by a yellow advice slip home via the student if after 12pm. Please see below in relation to prescribed medications.

### **Confidentiality**

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

### **Consent to administer medication**

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

- **Short term ad-hoc non-prescribed medication (except antihistamine)** The school will request parent/carer consent to administer ad-hoc non-prescription by either using form 'Section 2a Medical Emergency Information' when the student joins the school OR by contacting the parent/carer to gain consent at the time of administration if before 12pm (conversations will be logged). Consent to administer antihistamine will always be via a telephone call to the parent/carer at any time of day. The school will send termly reminders

requesting parents/carers to inform the school if there are changes to consent gained when the student 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 taken regularly** - each request to administer medication must be accompanied by form 'Parent/Carer' agreement for school setting to administer medication', or if applicable on the IHCP.

### **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. Administration will be logged using the record of prescription medicine administered to all students and the parent/carer informed. Parents/carers are expected to remove any remaining medicine from school once the prescribed course has been completed.

### **Non-prescription Medicines**

Under exceptional circumstances where it is deemed that their administration is required to allow the student 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 nutrition supplements unless prescribed or recommended by a doctor 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 prescription medicines.

If the relevant symptoms develop during the school day as detailed under the paragraph below 'short term ad-hoc non-prescribed medication'; the school will administer the following non-prescription medications to students of all ages:

- paracetamol
- 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 in the medical logbook;
- medication is licensed as suitable for the student's age;
- medication is suitable for the student i.e. if a child is asthmatic the medication is suitable for that condition;
- administration is required more than 3 to 4 times per day;
- medication is supplied by the parent or carer in the original packaging with the manufacturer's instructions and/or (PIL);
- and accompanied by parent/carer consent form 'parent/carer agreement for school setting to administer medication' and confirmation 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 student develops symptoms during the school day;
- if the student is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;

A requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor'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/carer to contact their Doctor. 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 student in school and this requirement has not been documented by a medical professional, the school will 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 doctor.

Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.

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.

#### **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 will be administered in liquid or tablet form for the relief of pain i.e. period pain, migraine.
- For mild allergic reaction – anti-histamine (see anaphylaxis) NB parent/carer consent should be gained for those students known to require anti-histamine as part of their IHCP. Verbal consent to administer for hayfever will be gained at the time of administration by contacting the parent/carer and this will be recorded in writing. In an emergency, medication can be administered with the consent of the emergency services.

Only 1 dose of any of the above medications suitable to the weight and age of the student will be administered during the school day, unless parent/carer consent has been received to give a further dose.

#### **Pain relief protocol for the administration of paracetamol**

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

- The school will contact the parent/carer and confirm that a dose of pain relief (paracetamol) was NOT administered before school, parents/carers and if appropriate the student will also be asked if they have taken any other medication containing pain relief medication i.e. decongestants e.g. Sudafed, cold and flu remedies e.g. Lemsip and medication for cramps e.g. Feminax etc. and these conversations will be recorded. If a dose of pain relief has not been administered in the past 4 hours the school will with parent/carer consent administer 1 dose.
- If the school cannot contact the parent/carer and therefore cannot confirm if pain relief (paracetamol) was administered before school then the school will refuse to administer pain relief.

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

- Paracetamol - The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8am) no more than 4 doses can be administered in 24 hours.

If a request for pain relief is made after 12pm:

- The school will assume the recommended time between doses has elapsed and will with parent/carer consent, administer 1 standard of dose of paracetamol without any need to confirm with the parent/carer if a dose was administered before school, but if appropriate the student will still be asked if they have taken any other medication containing pain relief medication and this conversation will be logged.

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

### **Asthma**

The school recognises that students with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit. Students with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the student's parent/carer to provide a second inhaler. Parents/carers are responsible for this medication being in date and the school will communicate with the parent/carer if new medication is required and a record of these communications will be kept. The school inhaler will only be used in an emergency and will always be used with a spacer as outlined in the Asthma Toolkit. The school will develop IHCP's for those students with severe asthma and complete the Individual Protocol for students with mild asthma.

### **Anaphylaxis**

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to students diagnosed with anaphylaxis within the school population.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parents/carer(s) to provide 2 auto-injectors for school use. Parents/carers are responsible for this medication being in date and the school will communicate with the parents/carers if new medication is required and a record of these communications will be kept.

### **Mild Allergic Reaction**

Non-prescription antihistamine will with parent/carer consent be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes); the student

must be monitored for signs of further allergic reaction. If antihistamine is not part of an initial treatment plan, anaphylaxis medication will be administered following the guidance for short term ad-hoc non-prescribed medication.

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

### **Hay fever**

Parents/carers will be expected to administer a dose of antihistamine to their child before school for the treatment of 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 student's IHCP. The school will administer one standard dose of antihistamine (appropriate to age and weight of the student) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time students must NEVER be left alone and should be observed at all times.

***If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then, if the student has been prescribed an adrenaline auto injector, it will be administered without delay, an ambulance called and the parents/carers 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 student 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 student's emergency medication will be administered by trained school staff; if the student's medication isn't available, staff will administer the school's emergency medication with prior parent/carer consent.

In accordance with amendments made to the Human Medicines Regulations 2012 from October 2014 a sufficient number of salbutamol inhaler(s) spacer(s) will be held by the school to cover emergency use. Parents/carers are expected to provide 2 in-date auto-injectors for administration to their child, if the school does not hold 2 in-date auto-injectors for each student, then a suitable number of auto-injectors will be purchased for use by the school in an emergency.

Parent/carer consent to administer the 'school inhaler and/or auto-injector' will be gained when the student joins the school using form 'Section 2a Emergency Medical Information' (contained within the school transition administration pack) for asthmatics and anaphylaxis.

The school will hold a register of the students diagnosed with asthma and/or anaphylaxis, and whether parent/carer consent has been given to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently by the telephone in the medical office and main school reception.

### **Controlled Drugs**

The school does not deem a student prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use e.g., midazolam will not be locked away and 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 in the 'record of prescription medicine administered to all students' logbook.

### **Students 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 students' IHCP or EHCP and parent/carers should complete the self-administration section of 'parent/carer agreement for school setting to administer medication' form.

### **Storage and Access to Medicines**

All medicines apart from emergency medicines (inhalers and adrenaline auto injectors etc.) will be kept securely (where access by students is restricted). Medicines are always stored in the original pharmacist's container. Students 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 and adrenaline auto injectors must not be locked away. If appropriate, certain emergency medication can be held by the student or kept in a clearly identified container in the Medical Room. The school will make an assessment as to the competency of each individual student to carry their own medication. Parents/Carers will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they will be kept in the medical room. 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, such as a fire.

Medicines that require refrigeration are kept in the medical room fridge, to which student access is restricted, and will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs - see above.

### **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/carers will be asked to provide additional medication.

The school has additional procedures in place for the management of bodily fluids which are detailed in the cleaning of bodily fluids risk assessment.

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

### **Record Keeping – administration of medicines**

For legal reasons, records of all medicines administered are kept at the school until the student reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The student's parent/carer will also be informed if their child has been unwell during the school day and medication has been administered. For record sheets see the 'medical logbook' or 'record of prescription medicine administered to all students' logbook.

### **Recording Errors and Incidents**

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

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to Mr Matt Chalmers Deputy, Headteacher, who will immediately inform the student'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. A member of the Senior Leadership Team 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 a sufficient number of staff complete Managing Medicines in Schools training before they can administer medication to students. The school will also ensure that other staff who may occasionally need to administer medicine are instructed and guided in the procedures adopted by the school by the person who has completed the Managing Medicines course. Staff given instruction by the School First Aider and Welfare Assistant MUST complete a competency test and achieve a score of 100% in order to administer medication.

Supply and locum staff will be given appropriate instruction and guidance in order to support the students with medical needs in their care.

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) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse.

### **Educational Visits (Off - site one day)**

Staff will administer prescription medicines to students when required during educational visits. Parent/carers should ensure they complete a consent form and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff, students must not carry non-prescription medication for self-administration.

All staff will be briefed about any emergency procedures needed with reference to students where needs are known and copies of care plans will be taken by the responsible person.

### **Residential Visits (overnight stays)**

The school acknowledges the common law 'duty of care' to act like any prudent parent/carer. 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. antihistamine to students suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache etc. Parent/carers must give written consent prior to the residential visit and sign to confirm that they have administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication paracetamol and antihistamine for administration to students during a residential visit and parent/carer consent will be required in order for the school to administer their supply. The medication will be stored and administration recorded as for prescription medicines. Students should not bring non-prescribed medication on the residential visit for self-administration.

### **Risk assessing medicines management on all off site visits**

Students with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parent/carers 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 detail arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a student 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.

Travelling abroad – a risk assessment will be developed considering parent/carer and medical advice and documented on the pupils IHCP or EHCP. If an IHCP or EHCP has not been developed, the school will record their findings. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number). Global Health Insurance Cards (GHIC) should be applied for by parents /carers and supplied to the school prior to travel for all students that travel abroad.

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

### **Complaints**

Issues arising from the medical treatment of a student whilst in school should in the first instance be directed to the Headteacher. If the issue cannot easily be resolved the Headteacher will inform the governing body who will seek resolution.

Appendix 1 –Transition Pack – section 2a medical emergency information

Appendix 2 – Parent/carer agreement for school setting to administer medication form

## Document Revision Control

| Revision Number | Summary of Changes                                | Date of Change |
|-----------------|---------------------------------------------------|----------------|
| 1               | Complete review of the policy                     | Oct 20         |
| 2               | Complete review and rewrite of the policy         | Jun 23         |
| 3               | Document reviewed and no changes required         | Jun 24         |
| 4               | Document reviewed and first aider details updated | May 25         |
| 5               | Document reviewed and no changes required         | May 26         |