

Ysgol Heol Goffa is an attachment aware school.

An attachment aware school is one in which everyone can feel safe.

An attachment aware school is one in which children can learn because they feel safe.



ADMINISTRATION OF MEDICINES POLICY

Our aim is to open the doors to the future by providing a happy, caring community where all have equal worth, are respected and inspired to achieve the best for themselves and others.

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Administration of Medicines in Schools

Introduction

- School staff have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on school premises and where they are engaged in authorised school activities elsewhere. However, this does not imply a duty upon school staff to administer medication.
- There are occasions when a school may be requested to administer a prescribed medicine or treatment to a pupil. The advice in this document has been formulated therefore for the guidance of Head teachers in situations where there are pupils who need to take medicines under adult supervision. At all times, the responsibility for the correct administration of medication rests with the Head teacher. Where the Head teacher has agreed that medication is to be administered within the school, appropriate arrangements must be made to ensure that procedures fall within the parameters of this document.
- Guidance has been received from the Welsh Office entitled 'Supporting learners with healthcare needs' Guidance document no: 215/2017 Date of issue: March 2017, which outlines the main legal provisions that affect schools' responsibilities for managing a pupils' medical needs and in addition recommends policies and procedures for supporting special pupils, with medical needs.

The Legal Framework

LAs, Schools and Governing Bodies are responsible for the health and safety of pupils in their care. The legal framework in schools dealing with the health and safety of **all** their pupils derives from health and safety legislation. **The law imposes duties on employers.** The LA is the employer in County and Controlled Schools while the Governing Body is the employer in Voluntary Aided schools.

- Special arrangements may therefore be required for pupils to ensure their health, safety, and welfare. In some cases, pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed. The employer is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these pupils need.
- Pupils with medical needs will not necessarily have Additional Learning Needs. For those who do, the Code of Practice is helpful. Health Authorities should comply with the request for assistance from the LA in accordance with legislation. Under the Medicine Act 1968 there are restrictions in dealing with certain medicinal products including their administration. In the case of a prescription only medicine, anyone administering such a product must be an appropriate practitioner (e.g., a doctor) or else must act in accordance with the practitioner's directions. Clearly any emergency (to save a life) exception may be made.

The Position of Teachers

- The Headteacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When teachers, HLTA's or Level 3 staff volunteer to give pupils help with their medical needs, the Headteacher should agree to their doing this, and ensure that teachers and staff are properly supported and trained. Guidance from WG Supporting Learners with Healthcare Needs (2017) 2.8
- The Headteacher cannot require staff to undertake work that they have not been contracted to undertake. In the case of medicines this could lead to confusion and misunderstanding. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises, and this might under exceptional cases necessitate the administering of medicine and/or acting in an emergency. This duty also extends to teachers, HLTA or Teaching assistant Level 3 leading activities such as educational visits, school outings or field trips. **Subject to this, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role.** Under such circumstances they should be trained properly. Indeed, some support staff may have specific duties to provide medical assistance as part of their contract.
- The question of the vulnerability of the Headteacher/Teacher needs to be considered in instances where they are not prepared voluntarily to undertake specific medical practices and consequently the child in their care could suffer or even die. The teacher must act as a responsible parent would. Responsibility would have to be examined in the context of the incident. In most emergency cases it might be sufficient for the teachers, HLTA or Teaching Assistant to take immediate action by calling for appropriate help (parents, ambulance, hospital etc.) and by following the school's agreed procedure. It is therefore crucial that the school has an unambiguous policy, understood and adhered to by all staff, giving clear strategies for dealing with such matters.

By clearly following such a policy, staff would be protecting themselves against any allegations of neglecting their duty of care.

- In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

School Policy and Procedures for Supporting Pupils with Medical Needs.

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school. To this end forms are sent out to parents every September or upon entry to school asking for all relevant

medical information. For pupils who attend hospital appointments on a regular basis, arrangements are made with parents for them to do so.

Parents are responsible for their child's medication. The Headteacher is normally responsible for deciding whether the school can assist a pupil who needs medication. Parents should be encouraged to provide the school with full information about their child's medical needs. Staff noticing deterioration in a pupil's health over time should inform the head who should then let the parents know. As a general principal parents should, jointly with the head, reach agreement on the school's role in helping with their child's medical needs. The head should always seek the parents' agreement before passing the information about their child's health to other school staff.

Parents are responsible for supplying information about medicines that their child needs to take in school, and for letting the school know of any changes to the prescription or the support needed.

Supply, Storage, Access and the Administration of Medication and Devices **Supply of Medication or Devices.**

Schools should not store large volumes of medication. Parents should be asked to provide appropriate supplies.

These should be in their original container, labelled with the name of the learner, medicine name, dosage and frequency, and expiry date. Schools should only accept prescribed medicines and devices that:

- Are in date
- Have contents correctly and clearly labelled
- Are labelled with the learner's name
- Are accompanied with written instructions for administration, time, dosage, and storage
- Are in their original container/packaging as dispensed by the pharmacist with dispensing label (with the exception of insulin which is generally available via an insulin pen or a pump).

Where non-prescribed medicine is held by the education setting, e.g., liquid paracetamol, it should:

- Be in date
- Have its contents correctly and clearly labelled
- Be labelled with the learner's name
- Be accompanied with written instructions for administration, dosage and storage – this can be from the parent
- Be in its original container/packaging.

Medication brought into school must be carried by the Passenger Assistants and given to a member of the classroom staff. Children should **not** be allowed to carry medication unless with parental approval and in a closed bag or hold-all e.g., if going for an overnight stay. Staff to be advised of medication in bag and precautions taken when storing.

Storage and Access

The headteacher is responsible for making sure that medicines are stored safely. The type and use of the medication will determine how this takes place.

- Non-emergency medication should be stored in a locked medicine cabinet and recorded on the individual record of medication received form.
 - Controlled drugs are to be stored in a locked box within a locked cabinet and recorded in the controlled drugs register.
- The temperature in the medicine cabinets should be monitored daily and documented on the appropriate form.
- Some medicines need to be refrigerated. The refrigerator temperature will need to be regularly monitored to ensure it is in line with storage requirements. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

Emergency medication

Emergency medication must be readily available to learners who require it at all times during the day or at off-site activities. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (pens) should be readily available and not locked away. This is particularly important to consider when outside of the school's premises, e.g., on trips. If the emergency medication is a controlled drug, it should be kept as securely as possible to minimise the risk of unauthorised access while also allowing quick access if this might be necessary in an emergency. For example, keys should not be held personally by a member of staff.

Buccal Midazolam is a controlled drug and MUST be locked away, a copy of the care plan should be kept with the medication, relevant school staff should know where the medication and key are kept. Every class has a key box where the key is stored, the code for the boxes is the same for all classes so that any member of staff can access the Buccal Midazolam in any class. Exceptions to the secure storage of Buccal Midazolam may be made for pupils with severe epilepsy. Subject to a risk assessment, the Headteacher may authorise Buccal Midazolam to be retained in an accessible location to facilitate prompt administration in an emergency.

ALL STAFF (INCLUDING LEVEL 1 STAFF) WHO HAVE RECEIVED TRAINING AND WHO VOLUNTEER THEIR SERVICES MAY ADMINISTER EMERGENCY MEDICATION, AND THEN ONLY IN LIFE THREATENING SITUATIONS FOLLOWING PROTOCOL LAID DOWN BY PARENTS / MEDICAL PERSONNEL FOLLOWING A CHILD SPECIFIC CARE PLAN.

Some pupils (as appropriate) should know where their own medication is kept and who has access to the key.

Disposal of medicines

When no longer required, medicines should be returned to parents to arrange safe disposal. Sharp boxes must always be used for the disposal of needles and other sharp instruments and disposed of appropriately.

Administration of Medicines

ALL REGULAR MEDICATION IS TO BE ADMINISTERED BY THE CLASSTEACHER, HLTA OR LEVEL 3 TEACHING ASSISTANT AND SUPERVISED, CHECKED AND COUNTERSIGNED by a TEACHING ASSISTANT.

Giving medicine to a pupil- both staff should check and take the following into consideration:

Is this the:

- Right individual? – Check pupil's name. Is this the correct pupil?
- Right drug? – Check the name of medication with the prescription label from the pharmacy
- Right dose? – Does it match the Administration of Medication sheet and the pharmacy label?
- Right route? – Is it oral, via a gastrostomy, nasogastric, topical (on skin) etc.?
- Right expiration date? – Check the expiry date on label? When was it opened? Is it still within its usable date?
- Right time? – Does it match the times on the label and the Administration of Medication sheet?
- Right documentation? – Please ensure that the Administration of Medication forms are filled in, signed, and countersigned at the time that the medication is administered.

- Where staff administer emergency medication to a learner, this should be recorded on the appropriate form.

NB – Please note that if medication is given later than stated e.g., on a hydrotherapy day please can you ensure parents are informed of the change of time as this can have a knock-on effect for other doses during the day.

If in doubt about any of the procedures the member of staff should check with the parents or health professional before taking further action.

Prescribed and Non-Prescribed Medication

- No pupil should be given medication without his or her parents' written consent. Staff may only administer medication once they have received the parent and headteacher consent form.

- In exceptional circumstances, non-prescription medicine maybe administered by school staff e.g., Calpol/paracetamol/ibuprofen with the authority of the Headteacher with written permission and immediate verbal consent over the phone from the parent/carer to determine when last dose was given

- *A child under 12 should never be given aspirin unless prescribed by a doctor.*
- Any medication that is administered must be recorded on the pro forma sheets provided in school, signed and counter signed. These sheets are obtainable from OneDrive/School folders/medical/medicine chart.
- Each medicine needs a separate medicine chart.

If pupils refuse to take medication, school staff should not force them to do so, and parents should be informed as a matter of urgency. If necessary, the emergency services should be called.

Dealing with Medication Errors

- **If an error has occurred, staff must immediately report the error.**
- **Seek advice from a G.P, pharmacist or 111 and inform parents.**
- **Record the truth accurately on Medication/Healthcare Incident form.**
- **Staff are encouraged to report and discuss near misses to create an open culture.**
- **The school carries out regular medical audits to help minimize the risk of errors.**

Staff Training

- Staff training takes place when required – e.g., administration of medication, checking blood sugar levels in diabetics and Buccal Midazolam. A record of staff training is available in the office and in the staff files.
- Child Specific training may be required with training sought from appropriate team e.g., Community Childrens Nurse (CCN)
- If a member of staff feels they are not confident or require more training, they should advise their line manager.

Emergency Procedures

- **Contacting Emergency Services**

REQUEST FOR AN AMBULANCE

Dial 999, ask for an ambulance, and be ready with the following information where possible.

1. State your telephone number.
2. Give your location as follows: Ysgol Heol Goffa, Heol Goffa, Llanelli.
3. State the postcode is: SA15 3LS.
4. Give the exact location in the school.

5. Give your name.
6. Give the name of the learner and a brief description of symptoms.
7. Inform ambulance control of the best entrance and state that the crew will be met and taken to location.

Speak clearly and slowly and be ready to repeat information if asked and stay on the phone until advised.

- A pupil taken to hospital in an emergency should be accompanied by a member of staff who should remain until the pupil's parent arrives.
- When it is necessary in an emergency for staff to transport pupils in their own car they should be accompanied by another adult.

Individual Health Care Plan

Some pupils have medical conditions that, if not effectively managed, could limit their access to education. Such pupils are regarded as having medical needs. In some cases, the school will consult with the Local Health Authority to compile an Individual Health Care Plan, to ensure the safety of such pupils.

The main purpose of an individual health care plan for a pupil with medical needs is to identify the level of support that is needed at school. A written agreement drawn up in conjunction with parents clarifies for staff, parents, and the pupil the help that the school can provide and receive. The plan should be reviewed with the parents at least once a year. Each plan will contain definite levels of help according to the needs of the individual pupils. Those who may need to contribute to a health care plan are:

- The Headteacher
- The parents or guardian;
- Class teacher;
- Non- teaching colleagues TAs;
- School staff who have agreed to administer medication or be trained in emergency procedures;
- The School Health Service, Community Children's Nurse, the child's G.P. or other health care professionals depending on the level of support the child needs.
- The information contained within the plans must be treated in confidence and should be used for no other purpose than for the school to set up a good support system.

A health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies.

Intimate or Invasive Treatment

Some school staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears about accusations of abuse. Parents and heads must respect such concerns and should not put any pressure on staff to assist in treatment unless they are entirely willing. Hywel Dda Health Authority has a "named professional" to whom schools can refer for advice. The head or governing body should arrange appropriate training for school staff willing to give medical assistance. If the school can arrange for two adults, one the same gender as the pupil, if possible, to be present for the administration of intimate or invasive treatment, this minimizes the potential for accusations of abuse. Two adults often ease practical administration of treatment too. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Health Authorities

The Hywel Dda Health Authority (HA) has a statutory duty to purchase services to meet local needs. The NHS Trusts in Carmarthen and Llanelli respectively provide these services. The Health Authority has several designated medical officers with specific responsibilities for children with Additional Learning Needs some of whom may have medical needs. The Trusts provide advice and training for school staff in providing for pupils medical needs.

Health Professionals

The School Nurse

Most schools will have contact with the Health Service through the school nurse or Community Children's Nurse. They may help the schools draw up individual health care plans for pupils and may be able to supplement information already provided by parents and the child's G.P. In addition, they may advise on training for school staff willing to administer medication, or take responsibility for other aspects of support.

Other Health Professionals

- General Practitioners in exchanging information with schools about the child's medical condition should have the consent of the child (if he/she has the capacity) or otherwise with the parent or guardian;

- The Community Paediatrician is a specialist doctor employed by the NHS Trust with an interest in disabilities, chronic illness, and the impact of ill-health on children. He/she may give advice to the school on individual pupils or on health problems generally;
- Advice on pharmaceutical matters may be sought from the Health Authority.

Confidentiality

Medical information is treated confidentially. Access to records and other information about a pupil is on a need-to-know basis. Any information held on file e.g., PC needs to be password protected. If information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Personal Liability

- The *employer, generally the school governing body or the LA*, is responsible under the Health and Safety at Work etc. Act 1974, for making sure that a school has a health and safety policy. This should include procedures for supporting pupils with medical needs, including managing medication.

The employer must also make sure that their insurance arrangements provide full cover for staff acting within the scope of their employment.

- In the event of legal action over an allegation of negligence, it will be important to demonstrate that appropriate procedures have been agreed, and that these have been properly followed. It is the employer's responsibility to make sure that correct procedures are followed. Keeping accurate records in the school is helpful in such cases. Teachers and other staff are expected to always use their best endeavours, particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- The Authority's present insurance policies would cover any liability in respect of administering prescribed medicines/treatment; providing staff are working under the direction of the Headteacher and within the parameters of this document. It is essential, therefore, that all members of staff involved in the administration of prescribed medicines/treatment, are provided with a copy of this document.

Illness or Injury

In general, it is the duty of parents to make arrangements for pupils who become unwell at School, by collecting them to take them home or to the doctor or hospital.

If parents or relatives are not available when a pupil becomes seriously unwell or injured, medical advice should be sought and, if necessary, the assistance of the ambulance service should be sought.

In exceptional circumstances it may be necessary for the Head Teacher to arrange for the pupil to be conveyed to the home or hospital.

Car owners with car insurance that covers any such conveyance of pupils, may take pupils out of school if they are willing to do so, they should always be accompanied by another adult.

Complaints Procedure

Please refer to the school's complaints procedure.

Policy Confirmation:

Please complete the following link to confirm you have read this policy:

<https://forms.office.com/e/afu4b9aza1>

Thank you.