

Medical administration and treatment

Woodcroft School pupil policy 20.09.16

The aims of this policy and accompanying procedures are to ensure a consistent approach in the safe handling, administration, storage and recording in respect of all aspects of medication, in line with all relevant health and safety regulations. The DfE document *Supporting pupils at school with medical conditions* contains further advice, but is not statutory guidance for independent schools. The school aims to ensure that designated staff have responsibility for the administration of medication and that they have undertaken appropriate training and instruction.

Staff responsibilities

The care manager has overall responsibility for managing and overseeing all aspects of medical care within the school. This includes familiarising staff with this policy and associated procedures, liaising with parents and professionals over medical matters and keeping up-to-date medical records at the school.

Other senior members of staff are also designated as administrators of medication. They should read and become conversant with this policy and adhere to all procedures as outlined in the policy. Administrators accept the associated duties, responsibilities and obligations of their role. They should comply with all requests to administer medication as prescribed by medical practitioners and with all requests to undertake training.

Administrators of medication

Only trained and designated staff members, who have received instruction, are permitted to administer medication. A list of designated administrators is available. This includes, in addition to the care manager, members of the senior management team. Specific medications such as inhalers, epi-pens, buccal midazolam and rectal diazepam may be administered by members of staff who are not in the aforementioned group, when appropriate training has been completed.

Regular training will be held for those designated to administer medication and these staff members will be supported by the school's senior management. Insurance indemnity cover is provided by the company.

Medical information

Parents are responsible for providing the school with full information about a pupil's medical needs before he attends the school, and also if a condition develops whilst the pupil is at Woodcroft. Parents are asked for details of the pupil's medication and medical history, inoculations, illnesses, allergies, current medication etc. All such medical information relating to pupils at Woodcroft is recorded and held within the pupil's file. Parents are encouraged to keep the school up to date with medical information.

The care manager will be provided with additional information by school staff, who are required to report any concerns they may have about a pupil's health. These concerns should be followed up by the care manager as appropriate.

Confidentiality

The school will not disclose details about a pupil's medical condition without the consent of the parents.

A separate file contains the pupil's current medication administration record, which includes daily record sheets, where applicable.

If a pupil needs to attend hospital or a medical appointment on an emergency basis whilst at school, a care plan will be taken and a record completed for each visit.

Consent

When new pupils join the school the care manager will advise parents of the school's medical procedures. Existing parents are regularly reminded by the head teacher of the importance of following school procedures.

Parents must sign a consent form authorising staff to administer regular medication. A withdrawal of permission by the parents must be formalised in writing and the consequences of such a course of action fully discussed with all professionals concerned. It is not acceptable for parents to telephone the school giving instructions for medication which has been prescribed by a doctor, such as increasing or reducing the dosage. All such changes must be recorded in writing by the parents.

Storage

For each pupil:

- All medication must be stored in the original labelled bottle, container or packet.
- All medication must be stored in the locked medicine cabinet (which has the facility of being double locked) in the designated place, which is currently in the nurse's room. This room is not used by unsupervised pupils.
- The care manager holds a key to the medicine cabinet and a duplicate key is available from the head teacher. It is the responsibility of the designated administrator to ensure that the key is available when medication needs to be administered.
- When required, inhalers, epi-pens and emergency medication for prolonged seizures are exceptions to the general rule of medication being locked in the medical cabinet in the nurse's room. These are immediately available to staff in the classroom, but are kept safely out of pupils' reach.

Procedure for the administration of medication

General guidelines

- Medication must always be given and dispensed with two staff members present. This is firstly the care manager or designated administrator alongside another staff member, whose role it is to check the correct pupil name, drugs and dosage. Staff are advised in advance of the name of the member of staff on medication duty if the care manager is not available.
- The head teacher or nominated deputy must be consulted if there is any doubt concerning the administration of medication.
- Equipment must be collected and prepared prior to the administration of medication, e.g. record sheets and pen, water for pupils to drink and clean spoons and beakers.
- Pupils' privacy must be ensured and medication given in a designated medical room, free from interruptions.
- At lunch time staff on duty are responsible for ensuring that pupils are brought to the identified area for their medication.
- Pupils must be encouraged to participate in the process by giving their consent and co-operating.
- Only medication which is in its original container from the pharmacist is used.
- Strict standards of hygiene must be observed and hands must be washed.
- Disposable gloves must be worn as appropriate, e.g. for the application of creams.
- Tablets must not be handled but placed in a beaker or medicine pot.
- Any liquid medication taken from the bottle and not used is rinsed away down the sink and must not be returned to the bottle.
- Used, disposable equipment must be disposed of safely.
- Medication which is out of date or to be disposed of must be returned to the parents or pharmacist.
- The medication cabinet must never be left unlocked or medication left unattended.

Pre-administration procedure

- There must be two members of staff present as previously detailed.
- The pupil must be identified.
- The medication sheet must be checked and matched with the pupil and preparation completed as described above.
- The timing must be checked to ensure that the medication has not already been administered.

Note:

- *Medication, other than Calpol, must not be given unless prescribed.*

Administration

- Medication must only be administered to one pupil at a time. The medication intended for another pupil must not be carried at the same time.
- Medication which is out of date, discoloured, in damaged containers or in containers with altered labels must not be used.
- Once the pupil has been identified, the dosage checked and directions for administration followed (as in the general guidelines and pre-administration procedure) the medication is given.
- The pupil's records must be completed and then witnessed and signed by the attending second member of staff.
- All medication is returned to the medicine cabinet. If there are any anomalies or errors at this stage they are reported to the head teacher or senior member of staff.

Oral administration

- *Tablets* Transfer tablets from the blister pack or container into the container cap, beaker or spoon. Follow the dose of medication with a drink of water.
- *Liquids* Shake the bottle and use a medicine spoon or syringe for precise dosage. Pour the medicine in a direction away from the bottle's label. Clean the bottle with a disposable wipe. Follow the dose of medication with a drink of water.

Topical application of drugs and creams

- It is important to follow manufacturers instructions carefully before applying creams.
- Precaution must be taken, such as the use of applicators and the wearing of disposable gloves.
- As in the case of other medication one member of staff is responsible for administration, with another member of staff present.
- The application of creams etc. only takes place if prescribed and parental permission has been sought. This includes the use of suntan cream. Parents should indicate the area of skin to be treated.

Note:

- *If grapeseed oil is used during relaxation sessions, it must only be used to massage hands, lower arms and feet.*

Medicine refusal

If a pupil refuses medication the head teacher or nominated deputy must be informed immediately, and the parents contacted if appropriate. If the medication is essential for the wellbeing of the pupil, advice must be sought at that time from a medical practitioner. If medication has not been administered, this is recorded on the pupil's medication record sheet. The same procedures should be adopted if a pupil is sick, or spits out the medication shortly after administration. In this instance, parents must be informed.

Note:

- *No pupil should be forced to take medication.*

Absence during medication

If a pupil is absent from school and medication cannot be administered, it must be noted on the pupil's medication record sheet.

Missed dose

Where a pupil has missed a dose of medication, advice must be sought from the care manager or head teacher. If the dose is given at a later time than this time is noted on the pupil's medication record sheet.

Over the counter / prescribed as necessary medication

- No medication should be given unless authorised by the care manager or deputy.
- No member of staff is to give medication on a prescribed as necessary basis, e.g. analgesics, laxatives, cough mixtures or capsules, topical creams or alternative remedies, unless it has already been prescribed by a GP, or advice and written consent has been sought and obtained using the appropriate proforma.
- Paracetamol is kept secure. The keeping of paracetamol in first aid boxes, or places which are easily accessible to pupils, is expressly forbidden.
- All applications of medications referred to above, including asthma inhalers, must be recorded on the pupil's medication record sheet and also, in the case of Calpol, the reason for administration. Parents must also be advised via the home/school diary. It is requested of parents that they inform the school if medication has been administered prior to the pupil attending school.

Note:

- *Paracetamol must never be given unless written permission has been obtained first.*

Controlled drugs

Details of controlled drugs must be entered on the pupil's medication record sheet and an up to date record is kept of current physical stock. The second member of staff present at the administration of medication must check the accuracy of these records.

Receiving medication into school

Parents must advise the school if medication is being sent into school. All medication must be handed to the care manager for recording and storage. The medication record sheets for each pupil must be updated and the care manager informed immediately if there are any anomalies. Parents must inform the school in writing if there is any change in dosage or times of administration – this includes medication given at home.

Administration of medication out of school

This procedure applies when pupils are out of school on educational visits or on off-site activities.

- Medication must only be taken out of school by a designated person (apart from inhalers, epi pens and emergency medication for prolonged seizures).
- Medication must be kept in its original container.
- Medication which is administered must be recorded on the pupil's medication record sheet (including the time of administration) on return to school.

Epilepsy

If a pupil has a seizure, (this includes all 'absences'), staff must call the care manager and/or a first aider. Staff check the time for length of seizure. It is important that the seizure chart is completed as appropriate.

In the case of a major epileptic attack staff must:

- clear a space around the pupil;
- if possible, loosen the pupil's clothing around the neck and place something soft under the head;
- not move the pupil unless he is in danger;
- not restrict the pupil's movements;
- not put anything into the pupil's mouth;
- not leave the pupil unattended until he is fully recovered;
- put the pupil into the recovery position once the seizure is over;
- if the pupil does not regain consciousness within five minutes, summon medical aid without delay; and
- inform the pupil's parents on the same day as the attack.

In the case of a partial seizure staff must:

- offer the pupil reassurance; and
- keep the pupil calm and supervise him until fully recovered.

Rectal diazepam / buccal midazolam

- This must only be administered by staff who have received training.
- It must only be given if it has been prescribed for a pupil; and each pupil who has been prescribed rectal diazepam / buccal midazolam will have written guidelines on its administration.
- Staff must protect the dignity of the pupil as far as possible in an emergency.
- As in the case of other administrations of medication, two adults must be present.

Administration of epi-pen for anaphylactic shock

- This must only be administered by staff who have received training.
- Staff must make themselves aware of the pupils who require epi-pen administration.

First aid

First aid boxes are to be found in all the classrooms. They must be checked termly by the care manager, who is responsible for re-stocking them. It is the responsibility of staff to inform the care manager if items need replacing.

Training

Regular training is given to key staff in first aid procedures to ensure that there are sufficient first aiders available across the school. Additional training is also given to ensure that staff are trained in resuscitation techniques, in the use of epi-pens and the administration of rectal diazepam, buccal midazolam and asthma inhalers, as required. All staff must be regularly reminded, by the head teacher, of their responsibility to be fully aware of this policy and the procedures it contains, and of their own role in ensuring that it is followed.