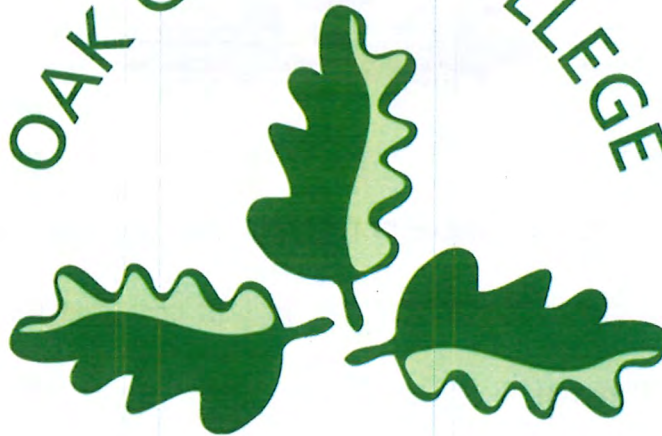


OAK GROVE COLLEGE



Everyone matters, every day counts

MEDICINES IN SCHOOL POLICY

Policy created:

Policy first adopted:

Signed chair of Governors:

A handwritten signature in black ink, appearing to read 'K. J. M.', is written over the 'Policy first adopted' and 'Signed chair of Governors' labels.

Re-adopted & signed:



Everyone matters, every day counts

Oak Grove College is an inclusive community that welcomes and supports pupils with a range of medical conditions.

Oak Grove College provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution to the school community and wider community once they leave.

Oak Grove College makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Staff understand the medical conditions that affect pupils at this school.

Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: Sam Taylor (Assistant Headteacher)

Medicines in School Policy

This policy aims to set out guidance and guidelines for education staff, in relation to the medical and health care needs of children and young people attending Oak Grove College.

It aims to equip staff to support pupils in order that they can access a broad, balanced and enriching curriculum.

Staff will follow guidance/ policies set out in:

- Supporting pupils at school with medical conditions (August 2017)
- The Children Act (2004)
- S.E.N.D. code of practice - Sept 2014
- Children and families Act - 2014
- School Safeguarding Policy

Aims

- To ensure the safe and efficient administration of medicines.
- To ensure that every child in school who has medication has a health care plan that must be reviewed annually.
- Oak Grove College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We require employees to undertake an enhanced criminal record check via the DBS.

Permission

- No medicines can be given without the prior written permission of the parent or carer. A medicine permission form has to be completed by parent/ carer (from the prescriber's instructions - white label) and signed by the parent or carer. This applies to regular and occasional prescribed medicines.
- Permissions are filed in the child's year group medicine cupboard or a file in the classroom.
- Any change to drug, timing, dose, etc. can only be acted upon with a new prescription label and a new form completed.
- On occasion, a student may be prescribed a medication e.g. antibiotics. This is acceptable for the first day only; within 24 hours this permission should be confirmed on the appropriate form as long as the prescription and child's name and date are correct.
- Any doubts or uncertainties about instructions must be clarified by phone with the parent/carer or the GP before the child receives the medication. Medicines cannot be given if parent/ carer instructions differ from prescription label.
- For legal reasons records of all medicines administered must be stored until the student reaches 25 (this includes medicine administered on educational visits). For this reason, when a student leaves school all medicine forms should go into their green (or orange) files, which are archived.
- All students who require medication at school will have an individual healthcare plan.
- Parents/carers must inform school immediately of any changes to medication and complete a new medication form and provided new prescriber instructions.

Transport

- All Medicines must be transported in their original pharmacist's containers and be fully labelled, with the patient info leaflet or download from Electronic Medicines Compendium. This also includes medicines that are taken offsite. Medicines cannot be used if they are decanted for any reason.
- Direct adult to adult transfer of medicines is the preferred method. Medicines should not normally be carried by children.
- Transfer in a student's bag is only permitted when both the child and bag are under the supervision of an adult who is aware that the drugs are in the bag.
- For outings, medicines will be in the personal care of a member of staff and the same safety considerations will apply.

- Other than emergency medicine (e.g. inhalers and epi-pens) students should not carry medicine in school.

Storage

- All medicines (other than emergency medicine such as inhalers and epi-pens) must be stored in a marked, locked cupboard. If it is a medicine that needs refrigeration it must be stored in one of the schools allocated medicine fridges.
- There will be a medical cupboard in each family group and in some classrooms. All staff will know where the keys are kept.
- Exception may be made to this only with the direct approval of the head teacher.
- All medicine must be kept in the bottle with the original prescription label and the student's name, otherwise it cannot be administered.
- Used medication packaging must always be returned to the parent/ carers.
- Salbutamol inhalers provided by the school and paracetamol will be stored centrally in a locked cupboard (Finance Office).
- The school has two emergency epi-pens. One is stored in the nurses' office and the other in the Headteacher's office.

Administration

- Regular and occasional doses of medication will be given by a member of school staff (teacher or assistant) according to the prescriber's label and as stated in the student's individual healthcare plan.
- Stocks should be monitored carefully and new supplies requested from parents or carers to ensure continuity of treatment.
- Medicines that have expired should be returned to parents and a new supply requested.
- It is usually unnecessary for medicines that require three doses a day to be administered at school.

Recording of medicines

- The adult giving the medicine must complete the appropriate form each time it is given. This form must be countersigned at the same time by the member of staff witnessing the administration of the medicine. All medication must only be administered in the presence of two people. If a student is able to manage own medication then they can act be the first signature on the medicine form.
- Staff must complete the agreed medicine form, which must always be printed onto pink paper.
- If an error is made on the medicine form, it must not be deleted out. Initials are put next to the error and a note of the correction.
- The information has to be filled in each time and ditto marks not to be used.

Emergency Medication

- Pupils needing any emergency medication such as: Midazolam Buccal, Rectal Valium, epi-pens or asthma inhalers must have a completed SOS form, giving details of the

procedure to be followed, available in their class/subject area. A copy of this must be kept with the medication and taken whenever medication is taken offsite.

- SOS plans are updated yearly by Epilepsy nurse of SSN. These are kept on SIMS.
- All staff who work with students who require Emergency Medication must be aware of these forms and procedures.

Training

- The school will provide regular training in partnership with the NHS to ensure all staff are suitably trained for medical conditions. Only staff who are qualified in basic life support and have been deemed competent to do so by the School Nurse can administer rescue medication.
- Supply staff *will only be able to administer medicines if they have the appropriate training*. All supply staff will be given an outline of students they are working with medical conditions and shown HCP/ SOS.

Off-site activities

- It will be necessary to take and administer medicines to some students when out of school. This may be the student's regular medication or medication needed for an emergency condition such as epilepsy or anaphylactic shock.
- The same principles will apply and within the bounds of practicality, the same procedures regarding storage, transport, recording etc.
- For residential activities, a specific medical consent form will be sent, as it is likely that medication over a 24 hour (or longer) period will be different from that during the school day. The medicines not taken during the school day will be recorded in the same way as all other medicines and will be archived upon return from the residential.
- All medicines taken offsite must be in their original packaging.

End of Year / Start of Year

- At the end of the school year, all medication should be returned to parents and carers. If the student is continuing at Oak Grove College in the next academic year, an accompanying form should be sent. The parent or carer should return this form with medication at the start of the next academic year.
- All existing medical forms must be archived.
- The parents or carers of new students who are joining Oak Grove College will be sent a copy of the form when the student is accepted at the college.

Non- Prescription Medication

- The only non-prescription medication that staff are allowed to give is Paracetamol and only then if permission has been given previously by written consent and the parent/ carer has completed a Paracetamol form.
- If the Paracetamol is sent in by the parent it must be prescribed and stored correctly and protocols followed in the same way as all other medications when it is administered.

- Non-prescribed Paracetamol is available from the finance office. If a student requires Paracetamol, then staff must take the pink medicine permission form with them and this must be completed at the time of administration in accordance to statutory guidance.
- Staff must only give Paracetamol once they have ensured permission is in place and they have ascertained the time of any previous dose. If before 12pm contact with the parent/ carer must be made to ascertain that a dose has not been given before school.
- Parents/ carer must be informed of the time the Paracetamol has been given to the student before the end of the school day.
- We do not administer Ibuprofen unless prescribed.
- The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended (in writing) by a doctor and detailed on an IHP or EHC as part of a wider treatment protocol.

Staff medication

- Any personal medication required by staff must be securely stored out of reach of students at all times.
- If staff are using prescribed medicines during the school day they must let the Headteacher/ Business Manager know.

Reporting incidents

- If for any reason there is a mistake made in the administration of medication. The incident must be recorded on CPOMS and the Headteacher, parents/carers informed. If necessary, the SLT will investigate the incident.

Medical Emergencies

- In the case of a medical emergency staff should call the emergency services and inform parents/ carers.
- Headteacher's PA and Reception need to be informed this has happened (or to call) and at which entrance they will arrive.
- If the student needs to go to hospital, a member of staff will accompany the student and stay until parent/ carer arrives.
- Staff to make sure all relevant medical information and HCP is given to ambulance staff.

Unacceptable Practice

Each student's medication needs will be treated in accordance with their individual healthcare plan. However, it would be considered unacceptable practice to:

- Prevent a student from easily accessing their medication when it is necessary.
- Send students with medical conditions home for reasons associated with those conditions or preventing them from staying for normal school activities.
- Ignore the viewpoints of the student or their parents or carers; or to ignore medical advice (although this may be challenged).

- Penalise students for their attendance if their absences are related to their medical conditions.
- Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.

Review

Advice and training can be sought from the School Nurses. This policy will be reviewed in the light of practical experience, and additional guidance will be issued as appropriate. Any difficulties with the operation of this policy should be discussed with the head or deputy head immediately.

Complaints

The health, safety and welfare of students is of paramount importance. Any complaints and concerns will be dealt with promptly in accordance with the school's complaints policy.