



NEWTON BURGOLAND PRIMARY SCHOOL

Adopted by Newton Burgoland Primary School School, Spring term
2017

To be reviewed annually

Medication Policy and Management Procedures

This document is produced in conjunction with the Leicestershire Partnership Trusts. We would like to acknowledge input from professional bodies and services with Leicestershire County, City and Rutland. We would also draw your attention to the appendices listed on the Schools EIS/Leicestershire Traded Services Website for access and information relating to Individual Care Plans and specific medical needs/conditions. This document is revised in line with the current Department for Education 'Supporting pupils at School with medical conditions' 2014, which replaces the previous Managing medicines in Schools and early year's settings 2005

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1.0 Medication Policy

1.1 The Board of Governors and staff of Newton Burgoland Primary School wish to ensure that pupils with medication needs receive appropriate care and support at School. The Principal will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the School day. Where possible, pupils should be encouraged to self-administer under supervision. It must be stressed that where prescription drugs are administered it shall be by those members of staff that have volunteered unless medically trained staff are employed at site. It should **not** automatically be assumed that a qualified First Aider will fulfil this role.

- Staff will not give a prescribed/non prescribed medicine or care unless there is specific written consent from parents.
- An individual care plan should be drawn up for the pupil.
- A secondary check must be made prior to medication being taken / given.
- **The School will not accept items of medication in unlabelled containers.**

2.0 Procedures

- In the first instance, the Head Teacher should be informed of an individual's diagnosis and prescription medication.
- An appropriate/volunteer or carer will meet and discuss the issues with the parents/guardian of the pupil.
- The member of staff volunteering will be offered professional training and support in relation to the needs of the individual by a suitably competent person. (this may be by a qualified trained nurse)
- There will be regular review meetings scheduled to monitor the support required.

3.0 Responsibilities

3.1 Parents/Guardian Responsibility

- A comprehensive information guide specifically relating to the pupils condition and medication must be recorded.
- Only reasonable quantities of medication should be supplied to the School (e.g. maximum 4 weeks at any one time)
- Where pupils travel on School transport with an escort, Parents/Guardian should ensure that the escort has a copy of written instructions relating to medication of the individual.
- Notification of changes in prescription drug issued by GP must be directly given to School by Parent/Guardian.
- Parent/Guardian to collect and restock medication from School at the end and start of every term in a secure labelled container as originally dispensed.
- **Parent/Guardian to ensure the medication is in date for the duration of the term.**



3.2 School Responsibility

- Medication will be kept in a known safe secure place (not necessarily locked away) and some drugs may require refrigeration.
- Where emergency medication is prescribed this must remain with the pupil at all times. E.g. EpiPen, Asthma inhalers
- Maintain and record dosage prescribed/administered.
- Identify if additional training needs are required for staff. Source and arrange training.
- Locate and record care plan for individual identifying supporting staff.
- **If a medical emergency develops activate the relevant procedures and call 999**
- **Each term a nominated member in school to check emergency medicines are in date and note the expiry date to avoid expired medication during the term.**
- **There needs to be a clear audit trail of this.**
- **The school should encourage parent / guardian to make a note of expiry dates of medication.**

3.3 G.P/Consultant/Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e. refrigeration
- Expiry Date

3.4 Consent Form

See Appendix A - contained within this document for completion.

3.4.1 No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered.

3.4.2 A child under 16 should never be given medicine containing aspirin unless prescribed by a medical professional.

3.5 Individual Care Plan

See Appendix 'B' on Schools EIS/Leicestershire Traded Website system under 'A' Administration of medicines



Appendix A - General Care Plan/ Parent/Guardian/Carer CONSENT FORM

To: Head teacher of Newton Burgoland Primary School

From: Parent/Guardian of.....(Full Name of Child)

DOB: My child has been diagnosed as having:

.....(name of condition)

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication)

I consent/do not consent for my child to carry out self-administration (delete as appropriate)

Could you please therefore administer the medication as indicated above

.....(dosage) at.....(timed).....(intervals) Strength of medication:

With effect from.....Until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other.....
.....(delete as applicable)

**** Please note that we do not administer medicine to eyes, nose or ears – your child needs to be capable of administering themselves, under adult supervision.**

I undertake to update the school with any changes in medication routine use or dosage.

I will supply the school with and appropriate method of administration e.g. medicine spoon

I undertake to maintain an in date supply of the prescribed medication.

I understand that the school is not responsible for any loss of/or damage to any medication in school

I understand that the medication will be stored by the School and administered, voluntarily, by staff with the exception of emergency medication e.g. Asthma Inhalers, which will be near the child at all times.

I understand that staff will be acting in the best interests of the child whilst administering medicines to children.

Signed:.....**Date:**.....

Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....

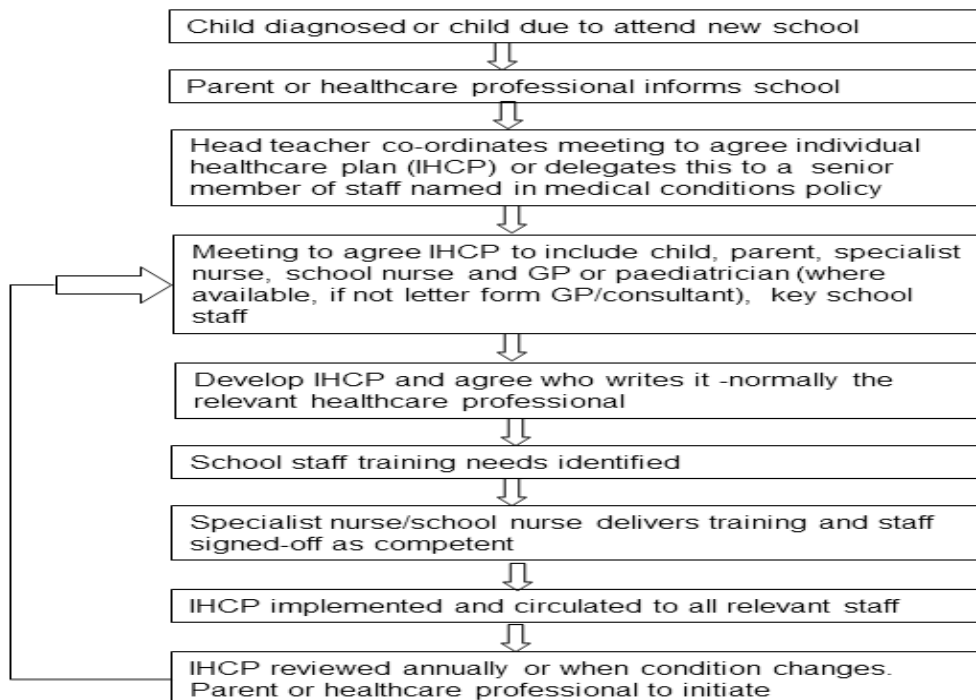
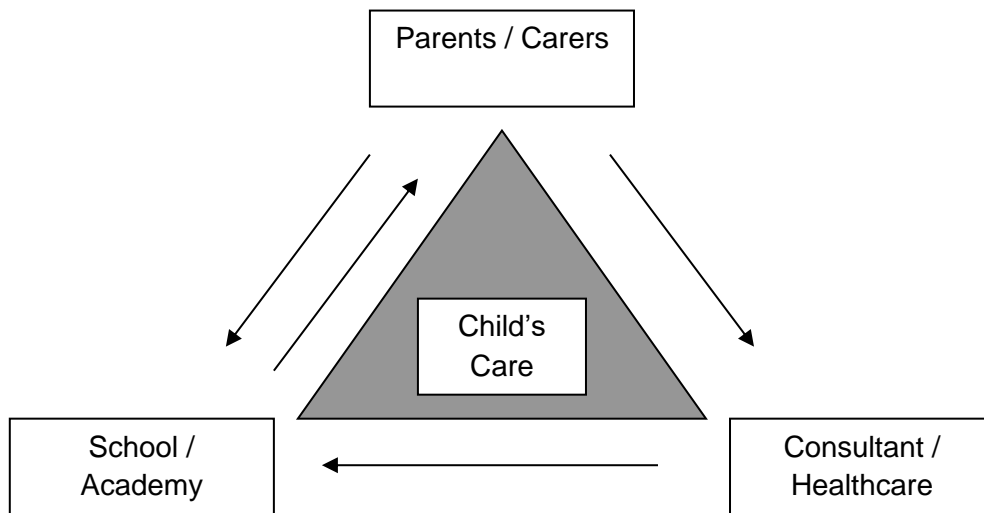
Head teacher – MRS. SUE WARD

OR Healthcare/Social Care Professional (PRINT NAME)::.....



Appendix 1: Information to support the completion of an Individual Health Care Plan (IHCP)

Specific information on individual pupil requirements. Written recorded plan will ensure that their needs are met whilst in school and any treatment needed to be administered by members of staff will be fully understood. Plan to be agreed by Head teacher and parents. THIS MUST BE FORMALLY RECORDED AND REVIEWED AT REGULAR INTERVALS. A template/proforma is available for download on the Schools EIS/Leicestershire Traded Services website, see appendices.

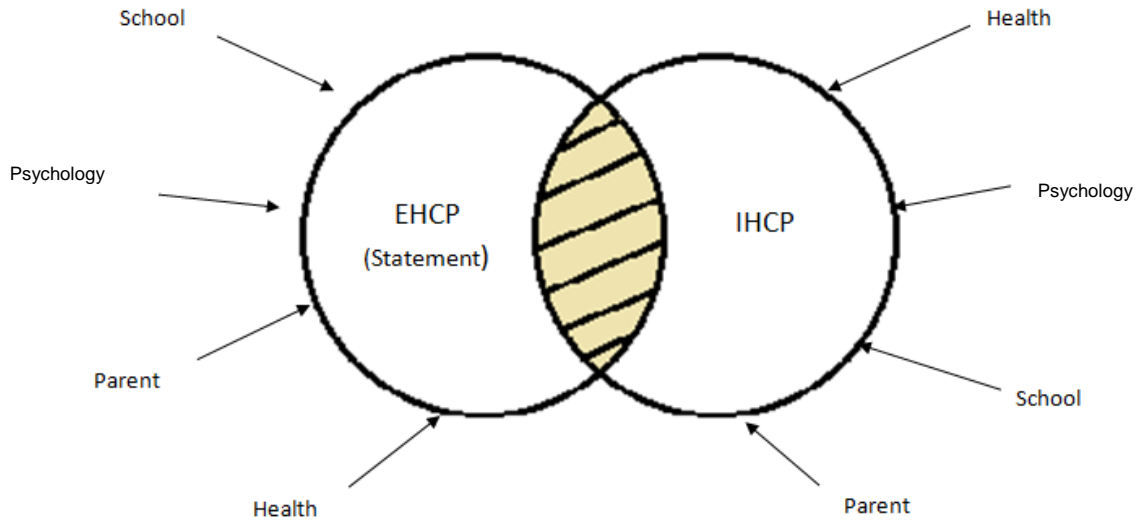


Some children with medical conditions may have physical disabilities. Where this is the case governing bodies **MUST** comply with their duties under the Equality Act 2010. Some may



have special educational needs (SEN) and may have a statement or Education Health Care plan which will bring together health and social care needs, as well their special educational provision.

Educational Health Care Plan



EHCP
 “This is the new statement of educational needs and may incorporate the need for specialist medicines”.

IHCP
 “Individual health care plans – is direction for managing emergency or specialist medicines given”.



Appendix 2: Advice on Medical Conditions

The Community Paediatrician or Nurse on request will give advice regarding medical conditions to the school. Parents or guardians of children suffering from these conditions seeking general information should be advised to seek advice from their G.P., the school health professionals (**give parents the name and contact number**) or from the bodies detailed below. The following bodies can also supply leaflets regarding the conditions listed.

<p>Asthma at school – a guide for teachers</p> <p>National Asthma Campaign</p> <p>www.asthma.org.uk</p> <p>Asthma Helpline – Tel: 0800 121 6244</p>	
<p>Guidance for teachers concerning Children who suffer from fits</p> <p>www.epilepsy.org.uk</p> <p>Helpline No: 0808 800 5050</p> <p>www.helpline@epilepsy.org.uk</p>	<p>See appendix C ‘Epilepsy Health forms’ under ‘A’ Administration of medicines’ for Individual Care Plans and relevant records of information and documentation.</p>
<p>Guidelines for Infections (e.g. HIV, AIDS and MRSA)</p> <p>Public Health England</p> <p>Tel: 0344 225 4524</p>	
<p>Haemophilia</p> <p>info@haemophilia.org.uk</p> <p>Tel: 020 7831 1020</p>	
<p>Allergies Anaphylaxis Campaign</p> <p>www.anaphylaxis.org.uk</p> <p>Help line 01252 542029</p>	<p>See appendix D ‘Emergency Action Plan’ forms under ‘A’ Administration of medicines for Epipen/Jext Pens administration. Please note the needs to report administration of this medication to Bridge Park Plaza on fax no: 0116 258 6694</p>
<p>Thalassaemia</p> <p>www.ukts.org</p> <p>email: information or office@ukts.org</p> <p>Tel: 020 8882 0011</p>	



<p>Sickle Cell Disease</p> <p>info@sicklecellsociety.org</p> <p>Tel: 020 8961 7795</p>	
<p>Cystic Fibrosis and School (A guide for teachers and parents)</p> <p>www.cftrust.co.uk</p> <p>Tel: 020 84647211</p>	
<p>Children with diabetes (Guidance for teachers and school staff)</p> <p>www.diabetes.org.uk</p> <p>Leicester Royal Infirmary 9 am – 5 pm Diabetes Office</p> <p>0116 2586796 Diabetes Specialist Nurses 0116 2587737 Consultant Paediatric</p>	<p>See appendix E on EIS/Leicestershire Traded Services Website - administration of medicines documentation.</p> <p>Please note the opportunity to attend diabetes in Schools training day – regularly advertised on EIS/Leicestershire Traded Services Website. This is funded by Diabetes UK and is supported by our team of specialist consultants and nurses.</p>
<p>Diabetes Careline Services</p>	<p>Tel: 0345 1232399</p>
<p>Insurance Section Leicestershire County Council</p> <ul style="list-style-type: none"> • Additional insurance • Concerns 	<p>Contacts: -</p> <p>David Marshall-Rowan – 0116 305 7658 James Colford – 0116 305 6516</p>
<p>County Community Nursing Teams:</p> <ul style="list-style-type: none"> • Information on School nurses <p><u>East Region</u> – Market Harborough/Rutland/Melton</p> <p><u>West Region</u> – Hinckley/Bosworth/Charnwood</p>	<p><u>East Region</u></p> <p>PA: 1) Janet Foster 01858 438109 PA: 2) Clare Hopkinson 01664 855069</p> <p>Locality managers: 1) Maureen Curley 2) Jane Sansom</p> <p><u>West Region</u></p> <p>PA: Sally Kapasi 01509 410230</p> <p>Locality managers: Chris Davies Teresa Farndon</p>
<p>Corporate Health, Safety & Wellbeing Leicestershire County Council County Hall, Glenfield, Leics. LE3 8RF</p>	<p>Tel: 0116 305 5515 healthandsafety@leics.gov.uk</p>



Appendices for information and completion can be sought from the EIS/Leicestershire Traded Services Website.

As below:

Appendix A	Parental Consent form for medicines (contained within this document)
Appendix B	Individual Health Care Plan (IHCP) for pupils – complete at School
Appendix C	Epilepsy Health and record forms from Health professionals
Appendix D	Emergency Action Plans for Anaphylaxis from Health professionals
Appendix E	Diabetes Health forms from Health professionals
Appendix F	'Supporting pupils at School with medical conditions' DofE document
Appendix G	Emergency Sabutomol inhalers in Schools DofH document



This document has been reviewed in line with current up to date legislation and with the support of the Leicestershire partnership groups / healthcare professionals – August 2015.

We would like to express our thanks to those who have contributed and emphasise that this policy document is required to be made site specific for your establishment and signed off by the Senior Management Team as current and valid. An annual review is required.

Summary of Updates:

- Template of policy reviewed - to be made relevant to site / establishment – August 2014
- Appendices made available on EIS/Leicestershire Traded Services Website for specific medical needs / conditions – August 2014
- Contact details and telephone no's updated.
- Anaphylactic details updated from health – new fax No: updated – 0116 258 6694 – August 2015
- Amendments regarding prescription and non-prescriptive medicines to enforce parental consent form- June 2016
- Anaphylactic forms from health updated to include Emerade EAP and email reporting address – June 2016.
- Formatted into Leicestershire Traded Services document – August 2016