

P17 SKAPE Medicines Policy and Procedure

1. INTRODUCTION AND POLICY STATEMENT

The purpose of this policy is to ensure that any medicines administered within SKAPE are done so in a safe and monitored environment. It has been written using the Statutory guidance from the DFES Supporting pupils at school with medical conditions April 2014 and section 100 of the Children and Families Act 2014.

Students at SKAPE with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

SKAPE management must ensure that arrangements are in place to support students at the Centre with medical conditions and that they consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.

Children with medical needs have the same right of admission to a school setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicine on a long-term basis to keep them well, for example children with well-controlled epilepsy or diabetes. In line with government guidelines, we would ask that children are not sent to the school setting when they are clearly unwell or infectious.

This document outlines the procedures for managing medicines in school.

2. RESPONSIBILITIES

- Parents/Carers have the prime responsibility for their child's health and should provide SKAPE with information about their child's medical condition. This should be done upon admission or when their child first develops a long-term medical need. Clear, written parental agreement (Form 2) must be gained prior to any medication being administered.
- Where a child has a long-term medical need then a health care plan will be drawn up with the Parent/Carers and Health Professionals. Copies of individual care plans will be distributed to relevant staff and a copy kept centrally in the Centre office. These care plans will be reviewed and modified as and when required by health.
- Parents must supply the medication in the original container with the original dispensing label. Parents cannot request a change in dosage from that on the dispensing label. Any prescribed changes to the dose must be communicated to SKAPE by completion of another Form 2.

Teacher in Charge

The Teacher in Charge will ensure the policy of SKAPE is communicated to staff and parents. The Teacher in Charge will also ensure that staff are available and trained to administer essential medication. A record of the training provided will be kept on each individual staff members training record.

Staff

Designated support staff will administer essential medication following the completion of Form 2 from the parents. All staff involved in the administration of medicines will receive relevant support and training.

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3. STAFF TRAINING

SKAPE management should ensure that the policy sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided.

The SKAPE policy should be clear that any member of school staff providing support to a student with medical needs should have received suitable training.

Any staff required to administer specialist medicines will receive appropriate training, as advised by the relevant medical professional as part of the students Individual Health Care Plan.

All designated first aiders will receive refresher training every three years on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.

All designated first aiders will receive emergency first aid training every three years.

4. NON PRESCRIBED MEDICATIONS

Under no circumstances will non prescribed medication be given to SKAPE students during the normal school day. We will only administer non-prescribed drugs (e.g. paracetamol) where parents have brought in the medicine and signed a consent form. If a child suffers from regular or acute pain, parents should be encouraged to refer the matter to the child's GP.

Human Medicines Regulations (No. 2) October 2014 allows schools to obtain, without prescription salbutamol inhalers, if they wish, for use in emergencies. An emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

5. PRESCRIPTION MEDICINES

Prescription medication will only be administered if prescribed by a doctor, dentist, nurse practitioner or pharmacist practitioner and in the original container with the original dispensing label.

- Medicines should only be taken into SKAPE where it would be detrimental to the child's health if the medicine were not administered during the school day.
- Parents/Carers will be asked to give their authorisation for medicines to be administered and a signed copy of this agreement will be kept in the Centre office.
- Medicines will be stored in a locked cabinet during the day or a locked fridge where necessary.
- A record will be made of when the medicine was dispensed.
- Parents/Carers should make arrangements for how to collect the medicine from the SKAPE Centre office at the end of the day, unless alternative arrangements are made with the registered school staff. Medicines will not be handed to a child to bring home unless agreed in writing by the child's Parent or Carer.

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The school supports children with long term medical needs to ensure their condition does not have a significant impact on a child's experiences and the way they function. This support will be outlined by way of an Individual Health Care Plan (Form 1).

6. PROCEDURES

Administering Medicines

No child will be given medicine without their parents written consent on Form 2.

Any member of staff giving medicines to a child should check:

- The child's name
- Name of the medicine
- Prescribed dose
- Method of administration Time/frequency of administration
- Any side effects
- Expiry date
- Written Instructions provided by the prescriber on the label or container

If in doubt about any procedures, staff should not administer the medicines but check with the parents or health professional before taking further action.

Self Management

- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicine varies. This should be born in mind when making decisions about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children the appropriate time to make this transition.

- Asthmatics are encouraged, whenever possible, to self-manage and carry their own medicines. Form 3 must be completed by all parents wishing their child to carry and keep their own medicine.

- Prescribed medicines and controlled drugs must always be taken to the SKAPE Main Reception for safe keeping and will be stored securely in line with manufacturers recommendations.

Managing Medicines on site

Although schools may already have such procedures in place, they should reflect the following details.

- Medicines should only be administered at SKAPE when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 will be given prescription or non-prescription medicine without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to

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the child without the knowledge of their 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 nonprescription medicines may be administered.

- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- SKAPE will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips.

Refusing Medicines

If a child refuses to take medicine, SKAPE will not force them to do so, but will note this in the records and contact the named person on the medicine records form. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

Children who are sent home because of illness

- When a child needs to be sent home because of illness the registered school and the child's Parents/Carers will be contacted by telephone and asked to collect their child from SKAPE.
- The date, time, reason and parental response to the contact will be documented and kept on file in SKAPE's office.
- If a child needs to be sent home but a Parent/Carer is not able to collect them but gives permission for them to travel home alone, the child will not be allowed to go home alone from the SKAPE Centre, and it will become the registered school's responsibility to collect the child and take them to their site until a parent can attend.

Record Keeping

Checks will be made against the completed Form 2 and the dispensing label to ensure the information is the same.

Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Form 4 (Record of medicines administered to children) will be used for this purpose. Parents will be informed if their child has been unwell at school.

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Emergencies

The relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at SKAPE.

- Relevant staff at SKAPE are aware of the most common serious medical conditions.
- Staff understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.
- The action required for staff to take in an emergency for the common serious conditions at SKAPE is displayed in prominent locations for all staff including classrooms, reception and communal areas.
- SKAPE uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care with complex health needs who may need emergency help.
- SKAPE has procedures in place to ensure that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform the registered school and a member of SKAPE's senior leadership team and/or the school's critical incidents team.

Educational Visits

- In line with SKAPE's SEN policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency. Supervising staff will also have access to a SKAPE mobile in case of an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the registered school's health service or the child's GP.

Hospital admissions/attendance by paramedics

In the event of a child or young person needing a paramedic or to be admitted to hospital Parents/Carers will be contacted along with the registered school. If the child's Parents or Carers are not available, a member of staff will accompany the child to hospital and will remain with them until another relative or responsible adult arrives at the hospital. Where a child has an individual

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healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures.

Referral to CAMHS

- In the event of a child presenting with serious mental health problems, the child's parents/carers will be contacted. If appropriate and agreed by parents, a referral to CAMHS will be made. School will then follow the advice and guidance laid down by the NHS Trust.

Referral to School Health

- The SKAPE Centre Manager or senior Teacher/SEN Lead will input Health Care Plans for students who attend SKAPE.

Unacceptable Practice T

SKAPE's medicine policy is explicit about what practice is not acceptable.

Although SKAPE staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the Centre's office unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively;
- Require parents, or otherwise make them to feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Complaints

If a parent or pupils are at any time dissatisfied with the support provided, they should discuss their concerns directly with SKAPE. If for whatever reason this does not resolve the issue, they may make a formal complaint via SKAPE's complaints procedure.

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Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Process if parents/pupils do not pick up medication they no longer use

Parents will be written to asking them to come into SKAPE and pick up any medication they no longer use. If after a period of 30 working days these are not picked up, or the use by date expires, they will be taken to an authorised medical centre for disposal.

Signed: *L. James*

Date: 01/09/2025

Print Name: L. James

Reviewed: Annually

Review Date: September 2026

Date	Reason for Change	Approved By	Revision Number
11/08/23	Initial Policy	K Watson	01
28/08/24	Policy Review	K Watson	02
01/09/25	Policy Review	K Watson	03

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Form 1

SKAPE

INDIVIDUAL HEALTH CARE PLAN

Child's name _____
Registered school and year group _____

Date of birth _____
Address _____

Medical diagnosis _____

Or condition _____

Date _____
Review Date _____

Family Contact Information

Name (1) _____
Phone no. (work) _____
(home) _____
(mobile) _____

Clinic/Hospital Contact

Name _____

Phone no. _____

G.P. _____

Name _____

Phone No _____

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)



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Describe what constitutes an emergency for the child and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to:

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Form 2

SKAPE

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

SKAPE will not give your child medicine unless you complete and sign this form.

Name of child _____

Date of birth _____

Registered School and Year Group _____

Medical condition _____

or illness _____

Medicine

Name/type of medicine _____

(as described on container) _____

Date dispensed _____

Expiry date _____

Dosage and method _____

Special precautions _____

Are there any side effects that _____

SKAPE may need to know About? _____

Self-administration Yes/No (please delete as appropriate)

Procedures to take in an emergency _____

Contact details

Name _____

Daytime tel no. _____

Relationship to child _____

Address _____

I accept that this is a service that SKAPE are not obliged to undertake. I understand that I must notify the school of any changes by completion of a new form.



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Signed _____ (Parent/Carer)

Date _____

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Form 3

SKAPE

REQUEST FOR CHILD TO CARRY HIS/HER OWN MEDICINE

This form must be completed by parents/guardian

If staff have any concerns, discuss this request with healthcare professionals.

Name of child _____

Registered School and Year Group _____

Address _____

Name of medicine _____

Procedures to be taken in an emergency _____

Contact Information

Name _____

Daytime tel no. _____

Relationship to child _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Print name _____

Date _____

If more than one medicine is to be given, a separate form should be completed for each one.

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Form 4

SKAPE

RECORD OF MEDICINES ADMINISTERED TO CHILDREN

CHILD'S NAME _____

FORM USED _____

[illegible]