

THOMAS ESTLEY COMMUNITY COLLEGE

Medication Policy & Management Procedures 2018

Reviewed by	Summary of changes	Date
Emilia Plumb	Policy amended (3.3 College responsibility) to incorporate the Human Medicines (Amendment) Regulations 2017	January 2018

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 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 students at School with medical conditions' 2015

1. MEDICATION POLICY

The Board of Governors and staff of Thomas Estley Community College wish to ensure that students with medication needs receive appropriate care and support at School. The Principal will accept responsibility for members of the school staff giving or supervising students taking prescribed medication during the School day. Where possible, students 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 student (Where appropriate under recent DfE guidelines)
- A secondary check must be made prior to medication being taken / given.
- **The School will not accept items of medication in unlabelled containers.**

2. PROCEDURES

- In the first instance, the Student Health Administrator should be informed of an individual's diagnosis and prescription medication.
- The Student Health Administrator or other appropriate member of staff will meet and discuss the issues with the parents/guardian of the student.
- Where appropriate staff will be offered professional training and support in relation to the needs of the individual by a suitably competent person (this maybe by a qualified trained nurse)
- There will be regular review meetings scheduled to monitor the support required.

3. RESPONSIBILITIES

3.1. Parents/Guardian Responsibility

- A comprehensive information guide specifically relating to the student's condition and medication must be recorded.
- Only reasonable quantities of medication should be supplied to the college (e.g. maximum 4 weeks at any one time)
- Where students 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 college by Parent/Guardian.
- Parent/Guardian to collect and restock medication from college at the end and start of every term in a secure labelled container as originally dispensed.

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 student at all times. E.g. Epipen, Asthma inhalers
- Maintain and record dosage prescribed/administered.
- When medicines are regularly taken 2 members of staff will observe this and it will be recorded (e.g. ADHD medications)
- 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**

3.3. **Spare Adrenaline Autoinjectors**

- From 1st October 2017 the 'Human Medicines (Amendment) Regulations 2017 allows all schools to hold spare adrenaline autoinjector (AAIs) for emergency use on children who are at risk of anaphylaxis but whose own device is not available or is not working. In line with the new regulations Thomas Estley Community College will now hold a small number of spare AAIs (Epipen/Jext) in the school office.
- These will be purchased from the local pharmacy, will be clearly labelled and will be stored near to but separate from the student's own devices.
- The spare AAIs will only be used on students known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of a spare AAI has been provided.
- **Any AAIs held at the college are a back-up device and not a replacement for the student's own device**
- **Thomas Estley Community College does advise that any child prescribed an AAI must carry one of their own devices with them at all times and that a second named AAI is supplied for us to keep in the school office.**
- The Pupil Health Administrator will write to parents of all students prescribed an AAI to obtain written parental consent for use of the spare AAI in an emergency, where the student's own device is not available or is not working. A register of consent will be clearly available in the office.

3.4. **G.P/Consultant/Medical Professional Responsibility**

Prescriptive labelled drugs must contain:

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

Consent Form.

See appendix A - contained within this document for completion.

Individual Care Plan.

See appendix 'B'

Appendix A (i)

General Care Plan/ Parent/Guardian/Carer CONSENT FORM

To: Headteacher of School / Academy

From: Parent/Guardian of Full Name of Child

DOB: / / My child has been diagnosed as having:

..... (name of condition)

.1He/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)

I consent/do not consent for my child to carry the medication upon themselves (delete as appropriate)

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

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

I understand that the school cannot undertake to monitor the use of self-administered medication carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the School and administered by staff with the exception of emergency medication which will be near the child at all times

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

Signed: Date:

Name of parent (please print)

Contact Details:

Home: Work: Mobile:

Headteacher (PRINT NAME):

or Healthcare – Social care Professional:

Appendix A (ii)

**CONSENT FORM
USE OF EMERGENCY ADRENALINE AUTO-INJECTOR
THOMAS ESTLEY COMMUNITY COLLEGE**

Child showing symptoms of anaphylaxis:

1. I can confirm that my child has been diagnosed with a severe allergy which may cause anaphylaxis.
2. My child has a working, in-date adrenaline auto-injector (Epipen/Jext), clearly labelled with their name, which they bring to college with them each day.
3. In the event of my child displaying symptoms of anaphylaxis, and if their adrenaline auto-injector is not available or is unusable, I consent to the use on my child of an emergency adrenaline auto-injector held by the school for such emergencies

Signed:

Date:

Name (print):

Child's name:

Class:

Parent's address and contact details:

.....

.....

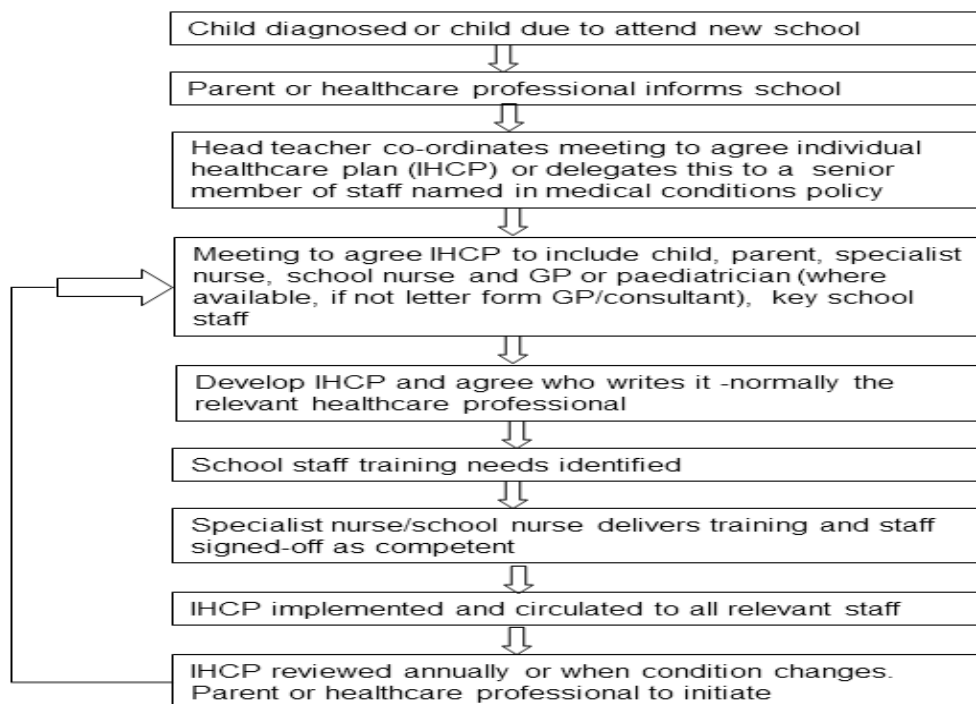
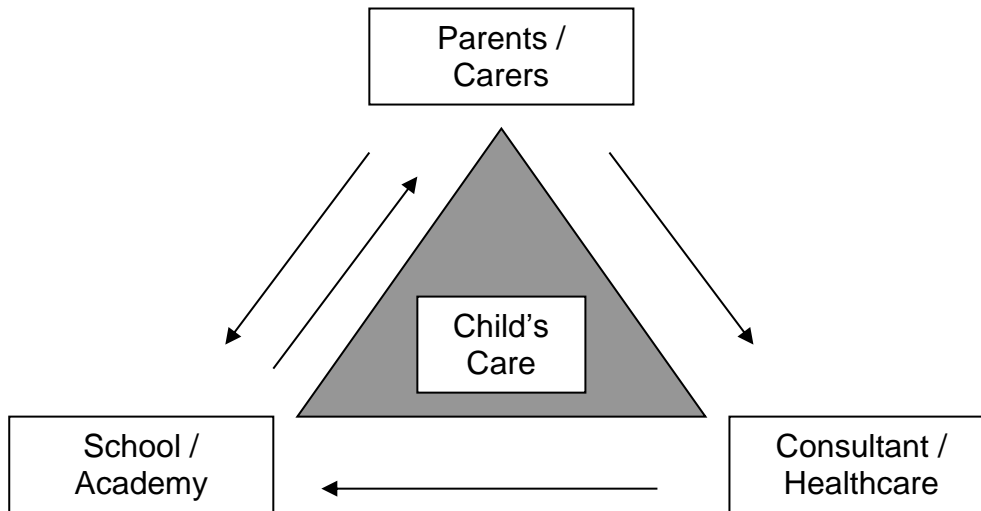
.....

Telephone:

Email:

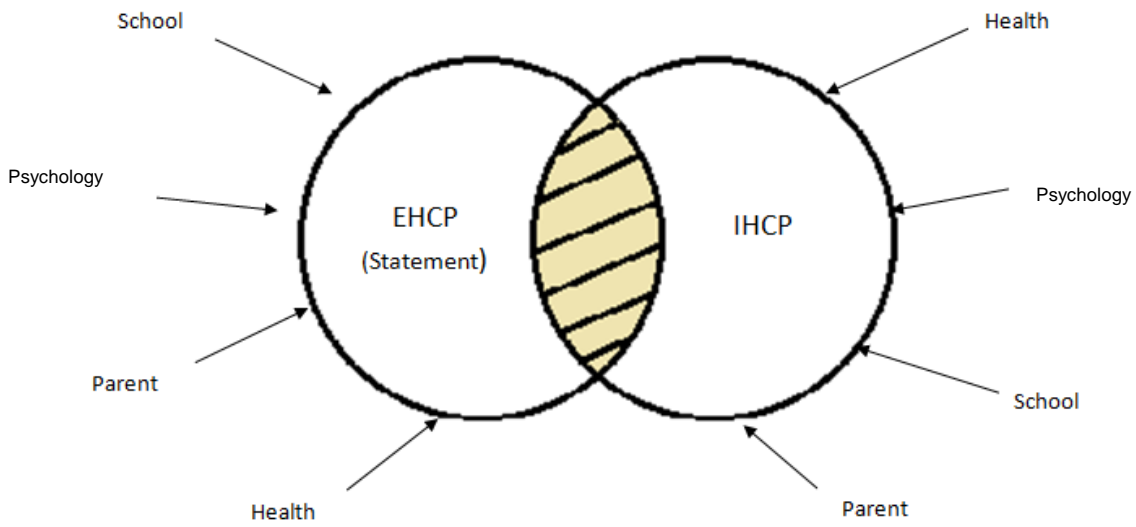
Appendix B – IHCP

Individual Health Care Plan (IHCP) = Specific information on individual student 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.



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”.

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 225 3850</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 under 'A' administration of medicines documentation.</p> <p>Please note the opportunity to attend diabetes in Schools training day – regularly advertised on EIS. 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>Public Health Nurses/Healthy Child Programme Nurses (previously known as School Nurses: based in Lutterworth</p>	<p>0116 215 3245</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 Schools EIS system under 'A' for Administration of medicines - as below:

Appendix A	Parental Consent form for medicines (contained within this document)
Appendix B	Individual Health Care Plan (IHCP) for students – 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 students at School with medical conditions' DofE document

THOMAS ESTLEY COMMUNITY COLLEGE

Initial Equality Impact Assessment

Name/s of policy, procedure, or practice:	Medication Policy and Management Procedures
Date of impact assessment:	February 2018
Is this a proposed or existing policy, procedure or practice?	Existing
Is this model LA policy, procedure or practice for local adoption?	Yes / In Part / No / Don't Know
What are the overall aim/s or purpose of the policy, procedure or practice?	To ensure the safety of students
Who is intended to benefit from the policy, procedure or practice?	All students

Equality Strand	Does the policy/ procedure/provision (including access to facilities) or proposed plan have an adverse or positive impact on people from these key equality groups?	If adverse impact, are there any changes or reasonable adjustments which could be made to the policy/procedure/ provision or proposals which would minimise any adverse impact identified? Please describe.	Areas for review/actions taken (with timescales and name of person responsible)
Race	No		
Gender	No		
Religion/Belief	No		
Disability	No		
Sexual Orientation	No		
Age	No		
Social Inclusion	No		
Community Cohesion	No		

Based on the impact assessment findings, and the reasonable adjustments in place, this policy is judged to be of **high/medium/low** impact against the above equality strands. (Delete as appropriate).

Initial Assessment undertaken by: M Collins (Signed)

Copies circulated to P Bates for impact assessment file to include any actions in appropriate plans.

If high or medium judgement made, the monitoring sub-committee must consult appropriate equality group to gather appropriate monitoring data/consult on redrafting/consult on additional appropriate reasonable adjustments.