**MEDICAL PRACTICE & PROCEDURES**

**09/25**

**INTRODUCTION**

The administration of medicines to children is the responsibility of parents/carers and there is no requirement for The Wilderness Grove staff to undertake these responsibilities.  However, this Medical Policy and Procedures has been prepared to clarify for parents, staff and others concerned with the welfare of children should a request for the administration of medicine be received from parents/carers.

This policy outlines The Wilderness Grove’s procedures for the storage, administration, disposal and documentation of all prescribed and non-prescribed medication.  It also details the procedures for the daily medical concerns of the pupils.

There are four main sets of circumstances in which requests may be made to Forest School staff to deal with the administration of medicines to children:

* cases of chronic illness or long-term complaints, such as asthma, ADHD, diabetes or epilepsy.
* cases where pupils recovering from a short-term illness are well enough to return to The Wilderness Grove but are receiving a course of prescribed medication such as antibiotics.
* cases where a parent/carer wishes for their child to take a non-prescribed medication, such as cough medicine provided from home.
* cases where a parent/carer has given permission for their child to be administered with analgesics or antihistamines as required – provided by parents.

**THE FOREST SCHOOL LEADER’S RESPONSIBILITY**

The staff are not required to administer medicine, but as persons *in loco parentis* they must take appropriate action when a child in their care is ill, to secure either the attendance of a parent or of medical assistance.

When a parent requests that medicine be administered to their child at the Forest School the Forest School leader will deal with the case sympathetically and on its merits.  The Forest School leader will consider all the circumstances of the case and have regard to the best interests of the pupil and the implications for the staff.

The Forest School Leader will ensure all staff are aware of the policy and practice with respect to the administration of medicines.  In the case of children with known medical problems, staff who come into contact with that child will be made aware of the precautions that need to be taken and the procedure for coping with an emergency.  The Forest School leader and staff will do what a “reasonable parent” would do in the circumstances prevailing at the time.

Whichever member of staff undertakes duties concerned with the administration of medicine within the terms of their job description, the Forest School leader will ensure that person has appropriate information and training to undertake the duties and will continue to exercise the ultimate responsibility for the administration of medicines.

**PARENTS’/Carers RESPONSIBILITY**

It is the parent/carer’s responsibility to inform The Wilderness Grove of any medical condition, allergy or medical history which may affect their child whilst at the site.

Parent/carers should administer medication to their children unless they wish for the Forest School leader to do this.  A form must be signed stating which option they will follow.

Parent/carers should, on admission of their child, sign consent forms and state permission to administer antihistamines, analgesics and emergency medical treatment.

Parent/carers should also ensure the child is familiar with the dosage, subject to age and physical and mental capacity, and is able to self-administer the medicine under adult supervision where appropriate.

The Wilderness Grove should be informed in writing of any change in child’s medication or health needs.

**ADMINISTRATION OF NON-PRESCRIBED MEDICATION**

Staff should never give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents.  This permission must state whether the child has had an adverse reaction to the medication in the past.

In circumstances when a child suffers headaches or toothache, staff may be asked to issue mild analgesics such as paracetamol to relieve pain.  This must be documented on the Calpol marchart or paracetamol marchart date, time, dosage, reason and signed by staff.

Prior to issuing children with any form of analgesics supplied by the Forest School, staff should check individual records to ensure parental permission is given.

Children should not be given analgesics on a regular basis unless prescribed by a health professional.  If required, a medical appointment should be made in regard to the problem.

Tablets, which will be standard paracetamol caplets for pupils aged 12 and over, or preparations of Calpol meltlets designed specifically for children under 12, will be kept in a secure place and not in first aid boxes.

On no account will aspirin or preparations of aspirin be given to children.  This is particularly important where pupils under 12 are concerned.

If parents wish to send cough medicine which has not been prescribed by a health professional this must be in the original container and handed over to senior staff with a permission letter.  Staff must complete a mar chart and sign for each dose given.

Children who may experience an extreme reaction to (for example) food stuffs or wasp stings will require an individual care plan.  This will include immediate contact with the Emergency Services and/or the local medical practice and the administration of drugs as previously agreed.

It is The Wilderness Grove’s responsibility to record, make known to and provide appropriate training for all staff any medical condition that a child may have (when informed by parent or health professional) and procedures should the need arise.

The Wilderness Grove follows the guidelines published by the DFE “Supporting Pupils At School With Medical Conditions”. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (April 2014).

**ADMINISTRATION OF PRESCRIBED MEDICATION**

All prescribed medication administered in The Wilderness Grove must be documented on a mar chart.  This sheet must state the pupil’s name, medication name, dosage and any other instructions.

Staff issuing medication should always check that the child’s name and dose of medication on the mar chart match what is printed on the medication container or medisure pack. One of the recommendations to reduce medication errors and harm is to use the “six rights”

1. The right patient
2. The right drug
3. The right dose
4. The right route
5. The right time
6. The right to refuse

Staff responsible for administering prescribed medication may use clearly labelled tablet boxes with the child’s name and times for administering.  These may only be used to transport medication hygienically and must remain in the possession of staff responsible until given to child.

Mar chart must be completed and signed in black ink for each dosage given to pupils.

Staff should supervise the self-administration of medication and ensure that it has been taken.  A glass of water should always be offered as per medication instructions.

Asthma inhalers are available for immediate use and kept with the child or Forest School Leader.

The Wilderness Grove follows the guidelines published by the Department Of Health “Guidance on the use of emergency salbutamol inhalers in schools” September 2014.

If staff are required to administer specific complex medical procedures this must not be done so unless full training has been given.

Any training which required is the responsibility of individual staff to keep updated.

# STORAGE, RECORDING AND DISPOSAL OF MEDICATION

All medication that comes into The Wilderness Grove should be handed over to the Forest School leader.

This should be recorded on the child’s individual mar chart in the relevant section.

Medication should be stored in a locked wall mounted cabinet. Under no circumstances should medication be kept in first aid boxes.

Once removed from the cabinet, medication should be administered immediately and never left unattended.

**PARENTAL CONSENT FOR TREATMENT**

A child who is over 16 years of age may give consent to any surgical, medical, or dental treatment.  For younger children, obtaining parental consent does not constitute a difficulty; normally the parent will make the decision.  However, the problem may be urgent, or the parent cannot be contacted.

Parents who belong to religious bodies which reject medical treatment should make their views and wishes known to the Wilderness Grove so that the implications of their beliefs can be discussed and, if possible, accommodated.

The channels of healing desired by the parent may not be available and it is a proper and responsible decision for the Forest School leader, acting in loco parentis, to have recourse to ordinary medical treatment if the circumstances make it necessary.  However, the Forest School leader will not seek to override parental wishes.

# CIRCUMSTANCES REQUIRING SPECIAL CAUTION

Some children require treatment which staff may feel reluctant to provide, for example, the administration of rectal valium, assistance with catheters, or the use of equipment for children with tracheostomies.  There is no requirement for the staff to undertake these responsibilities. However, the number of such cases will be very small and early identification and careful planning by the relevant Health Authority will result in detailed discussion with TWiG and the formulation of a carefully designed individual programme to meet the needs and circumstances of a particular case. (Specialist training will be needed will be needed for any of the above prior to admission).

Only those who are both willing and appropriately trained will administer such treatment. Such administration will be in accordance with instructions issued by a doctor.

For the protection of both staff and children, a second member of staff will be present while the more intimate procedures are being followed and appropriate personal protection (e.g. disposable gloves) will be worn.

Injections may only be administered by a qualified nurse or doctor, or by a person who has been trained to undertake this task. Under no circumstances should an untrained person attempt to administer an injection.

# INFORMATION ABOUT THIS PROCEDURE AND POLICY STATEMENT

# The Forest School Leader will ensure that parent/carers and staff are familiar with the arrangements set out in this policy statement.

# This document was informed by: *DfES/DH (2005) Managing Medicines in Schools and Early Years Settings*

# *Norfolk County Council (2008) Children’s Services Health and Safety Policy and Procedures Manual: Section 11 – Administration of Medication*

*Royal Pharmaceutical Society of Great Britain (2003) The Administration and Control of Medicines in Care Homes and Children’s Service*

*DfE ‘Supporting Children With Medical Conditions’ guidance 2014*

# REVIEW AND MODIFICATION OF THIS STATEMENT

This Statement will be annually reviewed and therefore may be modified from time to time, after appropriate consultation.

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| Please find attached the safety in the sun policy. We recommend that you apply sun cream before your child comes to Forest School, they will also have the chance to re- apply sun cream.  Please sign the form and return to authorize staff to assist your child if they require assistance in applying their sun cream.    I / we authorise staff to assist my child in applying sun cream throughout their Forest School session.    Print name:…………………………………………………………………………………  Sign name:………………………………………………………………………………… |
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| **Sun Smart Policy**  **Why is sun protection important for children and young people?**  Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that most of these cases could be prevented. Most skin cancers are caused by ultraviolet ( UV ) radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk.  This is particularly important for children and young people whose skin is more delicate and easily damaged.  Studies have found that sunburn during childhood can increase the risk of skin cancer later in life. You may not see the damage immediately because skin cancer takes years to develop, but children who are overexposed to the sun are storing up problems for the future.  **What about vitamin D?**  We all need some sun to make enough vitamin D. Enjoying the sun safely, while taking care not to burn, can provide all the benefits of vitamin D without raising the risk of skin cancer. For more information on vitamin D, Visit the SunSmart website. [www.sunsmart.org.uk](http://www.sunsmart.org.uk)  **Policy statement  :** At The Wilderness Grove we want staff and children to enjoy the sun safely.   1. Parents to put sunscreen on their children before coming to school, to bring a named hat, and a named bottle of sunscreen to remain at school. 2. Teaching and reminding children during the summer months about being safe in the sun and drinking plenty of water. 3. Children will be given more opportunities to have and will be reminded of the availability of drinking water. |  |

Mar Chart Record Sheet

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| Name:  ................................................................................................................................................................ |
| D.O.B: |
| Chemist used: ................................................ |
| Known allergies: |
| Doctor: |

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Codes to be used:    R – Refused Adm – Administered by  WT – Witness by D – Destroyed T – Taken