

REDHILL SCHOOL

POLICY FOR THE MANAGEMENT OF MEDICINES AND MEDICAL PROCEDURES

1.0 DEFINITIONS

- Medicines are defined as being any drug or remedy such as tablets, ointments, creams, liquids and inhalers, prescribed by a medical professional for treating, preventing or alleviating symptoms or for remedial effect upon the body.

2.0 INTRODUCTION

- 2.1 Redhill School expects that pupils who require medication for a short term illness or acute conditions would be kept away from school with the medication being administered by the child's parent/carer
- 2.2 However, there may be circumstances where the only reason that the child is not attending school is the need for medicines to continue until a course or dosage is finished or where medicines or medical procedures are necessary on a long term basis to sustain the child's health. In these circumstances, parents/carers may request that medicines be stored in school by completing a 'short term medication in school' form for antibiotics/short term painkillers or a 'Medication in School' form to be used alongside the health care plan (Forms Detailed in Appendix A)
- 2.3 It is preferable for the parents/carers to undertake the responsibility by supervising personally the taking of the medicine by their child in school. The following guidance is offered for cases where parents/carers cannot reasonably be expected to supervise or administer medicines themselves
- 2.4 Medicines or drugs prescribed or not prescribed **must not be brought into school without prior permission of the Head teacher**
- 2.5 In some cases the School Health Advisor may deem it necessary to meet with the family and/or set up an Individual or Specialist Healthcare Plan as listed below:
1. There must be prior written agreement between the parents/carers and the school before any action can be taken. Any medical information provided is shared with significant adults in the school. Copies of Care Plans are available in the Staff Shared Area
 2. Clear written instructions are to be provided by the parent/carer preferably supported with medical advice. E.g. letter from child's GP, letter from consultant or supervising nurse from hospital
 3. All medicines must be clearly labelled with contents, owners name and dosage, and stored in accordance with instructions which accompany the medicines
 4. The medicines should be delivered to school by a parent/carer who should provide indemnity by completing letter at Annex A before administration begins
 5. There needs to be an understanding within school by all relevant adults of which is required and the procedures to be adopted
 6. Medicines must be delivered to school by parent/carer in the smallest practicable amount, in the containers issued by the pharmacist
 7. They should be stored securely depending upon storage instructions and away from children
 8. Dosages should be recorded in written form with time/date and amounts, and retained for future reference
 9. The parent/carer holds responsibility for ensuring the medication held in school is within expiry date and replenished before such medication will expire. Any unused, out of date or surplus medication will be returned to the parent/carer

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3.0 There are two main sets of circumstances in which requests may be made

Long term illnesses/chronic complaints

Short term illness/acute complaints

4.0 FURTHER INFORMATION ON LONG TERM CONDITIONS

4.1 A long term complaint is a chronic condition which is likely to require the taking of medication by the child or the use of medical procedures over a prolonged period: For example: Asthma, Diabetes, Epilepsy, Eczema, Anaphylaxis

This will either be by in: a) regular known amounts or b) varied amounts depending upon the severity of the condition on a particular day.

4.2 The school does not accept responsibility for the administering of medication, dosages, amounts, frequencies, timings etc

4.3 If the school is of the view that the child is of sufficient age and maturity to self-administer varied amounts of medicines, then this should be permitted subject to agreement with parents/carers (e.g. asthma inhalers or Epipens)

Diabetes

Every child will have been issued with a treatment pack by the hospital using the format of the British Diabetic Association and parents must make this pack available to the school as it will detail all of the child's needs

4.4 If the child has a long term illness, which is likely to require emergency procedures to be adopted, then a written procedure should be determined in advance, and staff trained to deal with any medical procedures which may be required. Such procedures should always be subject to medical advice

4.5 The procedure for producing Individual Health Care Plans and/or Specialist Care Plans is outlined in Appendix B as a Flow Chart

5.0 PROCEDURES FOR UNEXPECTED EMERGENCIES

When a child becomes suddenly ill or has an accident, action will need to be immediate

In such cases:

- Appropriate first-aid should be administered if possible by our trained first-aiders
- Dial 999 – request ambulance
- Inform parents/carers
- Refer to Care Plans and/or Individual Health Plans for known cases for a child with a life threatening illness
- More detailed guidance is provided in the school's First Aid Policy and Procedures document

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6.0 LEGAL AND INSURANCE ISSUES

- 6.1 The establishment of clear school procedures based on the advice contained within this document helps protect the employer and its employees from being held to be negligent should a pupil's health suffer as a consequence of medication administered or medical procedures adopted
- 6.2 Negligence is based on the premise that all individuals owe a duty of care to their 'neighbour'. Staff must therefore follow carefully the procedures contained in this guide which should enable the Council to demonstrate that the duty of care which they owe to the person receiving medication has been discharged
- 6.3 Unless the requirement to administer medicines is included in an employee's Contract of Employment participation in the arrangements provided for in this document will be on a voluntary basis
- 6.4 The LA's public liability insurance arrangements provide an indemnity, to those employees whilst carrying out their duties, this includes volunteers in so far as they have been asked to undertake such duties on behalf of the Authority, in respect of claims for personal injury for which legal liability can be established as a result of administration of medicines or use of medical procedures

7.0 CONFIDENTIALITY OF MEDICAL RECORDS

Medical records, Care Plans and Individual Healthcare Plans should be made available to significant adults in the school on a confidential basis i.e. where the child's welfare may be placed at risk if the adults caring for the child have not been advised of the relevant facts and procedures. Medical information about Individual children is stored on the school's Management Information System. Individual Healthcare Plans and Care Plans are stored in the staff shared area (T drive) in Health Care Plans, and paper copies are also stored in Resources.

8.0 SCHOOL NURSE / HEALTH ADVISER

- 8.1 The LA School Health Advisor/Nursing Team are the main contact and source for all medical support within school
- 8.2 All Care Plans remain the responsibility of the LA School Health Advisor/Nursing Team, with full administrative support provided by the School's Resources Level 3 Administrator

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APPENDIX A

Dear Headteacher

Request to hold medication in school for pupils

Name of pupil: _____ Form: _____

Medical condition/illness: _____

Will you please hold the medication(s) listed below in school in order for my child to have access to them during the school day?

	Name of Medication	Doseage	Time Required
1			
2			
3			

	Number of Tablets/Quantity held with School	Expiry Date of Medication	Review Date
1			
2			
3			

Parents are required to ensure that medication(s) are clearly marked with the pupil's name and form and that their child is aware of the correct dose for any medication(s) that they may be using. Medication(s) will usually be stored in the school Medical Room. Whilst a member of staff will be present when a child collects and takes the medication(s) the school does not accept responsibility for administering the medication(s).

I understand that in making this request Redhill School is not responsible for administering or checking any medication(s) that are being stored for my child.

Signed: (Parent/Guardian): _____ Date: _____

Decision by Headteacher

I agree to the storage of the medication(s) at school for access by your child.

Signed(Headteacher): _____ Date: _____

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Dear Headteacher

Request to hold short term medication in school for pupils

Name of pupil: _____ Form: _____

Medical condition/illness: _____

Will you please hold the medication(s) listed below in school in order for my child to have access to them during the school day?

Name of Medication	Doseage	Time Required

Last date for Medication to be taken: _____

Parents are required to ensure that medication(s) are clearly marked with the pupil's name and form and that their child is aware of the correct dose for any medication(s) that they may be using. Medication(s) will usually be stored in the school Medical Room. Whilst a member of staff will be present when a child collects and takes the medication(s) the school does not accept responsibility for administering the medication(s).

<p>I understand that in making this request Redhill School is not responsible for administering or checking any medication(s) that are being stored for my child.</p> <p>Signed: (Parent/Guardian) : _____ Date: _____</p>
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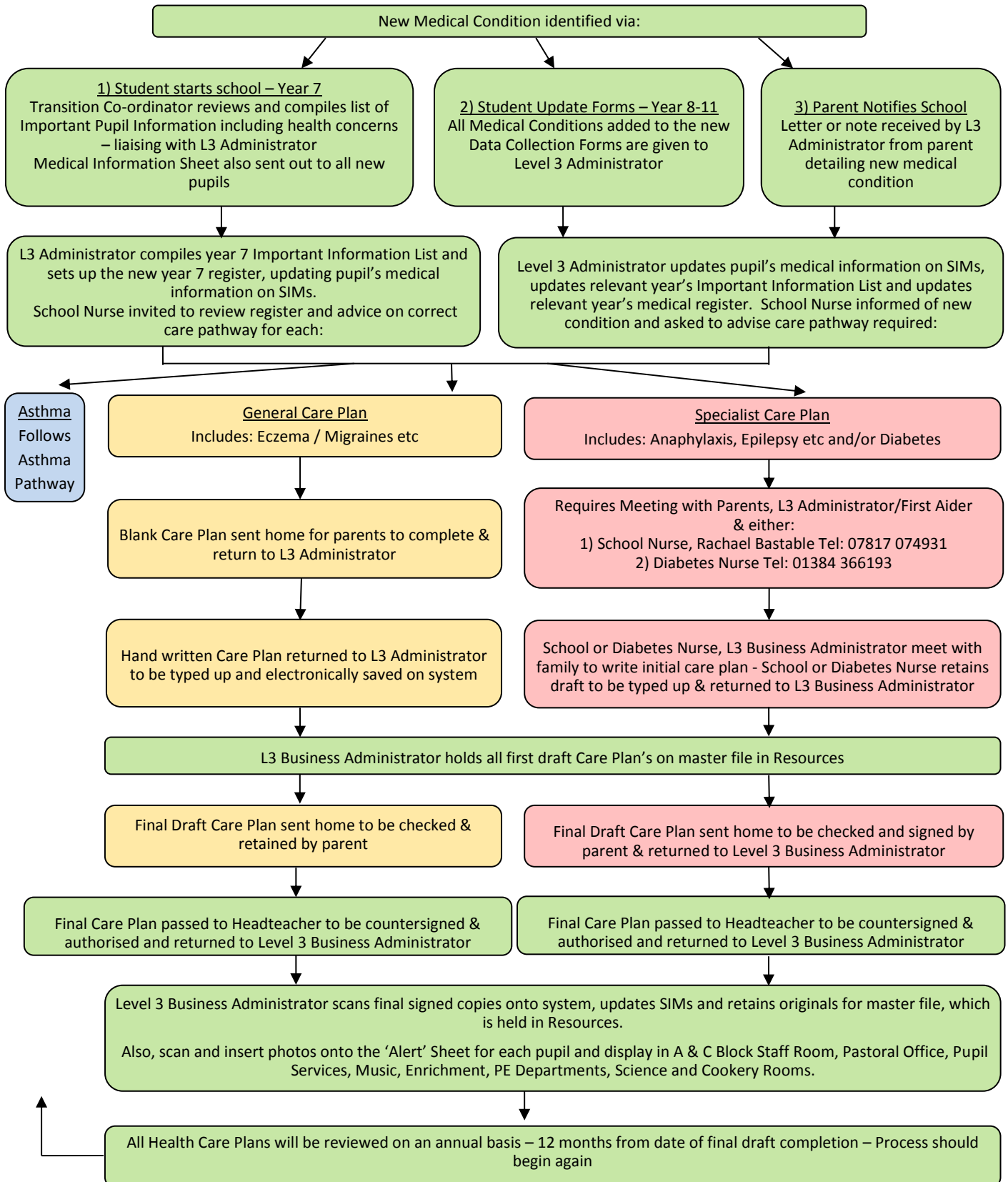
<p>Decision by Headteacher</p> <p>I agree to the storage of the medication(s) at school for access by your child.</p> <p>Signed(Headteacher): _____ Date: _____</p>

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APPENDIX B

Redhill School - Health Care Plans



Revised June 2018

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Redhill School - Asthma Protocol

