

Oakfield School

5a. Care of students who are unwell, including daily attenders and boarders

5b. Managing Medication including Home Remedies



Adopted	July 2016
To be Reviewed:	June 2019 Unless legislation changes

5a. Care of students who are unwell, including daily attenders and boarders

This plan includes:

- Procedure
- Chronic Health Conditions
- HIV/AIDs
- Disabilities
- Risk Assessments
- Medication Care Plan
- Medical Appointments
- Visits to Minor Injuries and Accident and Emergency
- The use of Home Remedies

Procedure

If a child becomes ill at school they should be taken to the medical/first aid room to be assessed. If necessary, the parents may need to be contacted for them to go home and the necessary transport arrangements made. If the parents cannot be contacted the child should be made comfortable and appropriately supervised until the parents/carers are informed.

When a young person who is boarding is taken ill they will initially be cared for in the residential house whilst a decision is made as to whether they can remain in school or whether they need to return to the care of the parents/carers. Where this is necessary, arrangements need to be made and transport arranged.

If a child who boards becomes unwell during the night they will be supported by staff. If considered appropriate, parents/carers will be contacted in the morning, an arrangements made to transport the child home. If the condition is serious the parent/carer may need to be contacted during the night. If deemed necessary Senior on Duty staff will make a decision to call out of hour's service 111 or an ambulance.

When the child is admitted to Oakfield School consent forms are completed as part of the admission process for any First Aid treatment to be given. When First aid is administered it is also important that the treatment is explained to the child and they co-operate with treatment.

Where a child has an accident or is injured at school the appropriate first aid treatment must be given and if necessary an ambulance called. Parents/carers must be notified at the earliest opportunity and advised of any subsequent actions taken. Depending on the nature of the incident the child may need to return home.

Chronic Health Conditions

Where a child has a chronic health condition such as asthma, diabetes or epilepsy, health care plans will need to reflect this and to ensure that the appropriate staff are aware of what action must be taken in an emergency. It may be necessary to take advice from the school nurse service and seek out additional training. Refer to next section for matters relating to management of medication.

HIV/AIDs

If Oakfield is informed that a young person has HIV/AIDS or is at risk due to a member of their family having contracted the condition, advice will be sought from the school nurse service and a risk assessment will be completed to identify what action, if any, needs to be taken. The information will be kept confidential unless there is an urgent necessity for other staff to know.

Disabilities

Our admissions policy does not discriminate against disabled pupils. Staff will seek specialist advice and undertake any necessary training to support the child. The assessment and admissions process will identify and additional resources that may be required to ensure successful integration into school life.

Risk Assessments

Any child whose permanent or temporary medical condition may cause them to be at risk in school must have this detailed on their risk assessment which includes:

- Identified risk

- Risk management strategies
- Level of risk prior to and after strategies are implemented
- Identification of any risk that cannot be managed

Medication Care Plan

Any child on medication has a clear plan – see Medication Care Plan in Appendix One.

Medical Appointments

It is the responsibility of the parent/carer to organise appointments for the young person and to make arrangements for them to attend. The school may, in some cases, through discussions with parents/carers, agree to transport young people to appointments or support them during. Pupils, subject to their age and understanding should be supported to decide whether or not they are accompanied by a member of staff when seen by a Doctor, Nurse or Dentist.

Visits to Minor Injuries and Accident & Emergency

If the decision is made for a young person to attend minor injuries or A&E parents/carers will be contacted and will usually be expected to either collect and transport the child themselves, or meet school staff at the designated provision. In the event that parents/carers and emergency contacts are not available, the Senior on Duty or First Aid co-ordinator will make a decision about how to support the young person.

The Use of Home Remedies (School Setting and Residential Setting)

A range of home remedies are held at Oakfield. They may be used after a child has been assessed and it has been determined that they will benefit from a non-prescription medicine such as Calpol or Paracetamol. Staff must also check that specific permission has been given by the parent / carer. This decision needs to be made after consultation with the Senior on Duty or First Aid Co-ordinator who will follow the Managing Medication Policy in the next section.

All non-prescription medication purchased is stored in a locked cabinet. Their use must be recorded as per the administration of medication procedures.

Administration of the medicine will be witnessed and counter signed by a second member of staff. These are regularly audited and stock levels checked.

5b Managing Medication including Home Remedies

AIMS

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The use of or withholding of medication, medical care or dental care is a form of abuse and is not acceptable practice at Oakfield School.

The policy is to include:

- **Admissions Process**
- **Prescribed medicines**
- **Non-prescription medicines**
- **Short term medical needs**
- **Long term medical needs**
- **Administering Medications**
- **Self-Management**
- **Record Keeping**
- **Medication Care Plan**
- **Educational Visits**
- **Residential Visits**
- **Sporting Activities and Off-site venues**
- **Request to carry his/her medication form (M6)**
- **Inhalers**
- **The governing body**
- **The Headteacher**
- **Teachers and Support Staff**
- **Storing Medications**
- **Disposal of unused Medications**

Admissions Process

As part of the admissions process, parents/carers will be asked to share all relevant information relating to the young person's health and medical history. This information will be collated and stored as part of Oakfield School's Record Keeping. At this time the procedures followed will be made clear to parents/carers.

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions, changes must be reflected on the prescription label or by letter from the GP/specialist. The M3 section of the medication and first aid consent form to be completed by parents / carers.

Prescribed medication must only be given to the child/young person it has been prescribed for and must **not be given to any other person**.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable them to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Administration of the medicine will be witnessed and counter-signed by a second member of staff. The Oakfield Medication and Consent form section M3 must be completed by parents/carers, or M% for short term medications. Reference should be made to the document – Supporting Pupils at School with Medical Conditions, Dec 2015.

Non-Prescription Medicines (Paracetamol, Home Remedies) – School Setting and Residential Setting

Staff should **never** give non-prescribed drugs to a child unless there is specific permission from the parent / carers. Administration of the medicine will be witnessed and counter signed by a second member of staff.

A child under 16 should **never** be given aspirin unless prescribed by a doctor. Ibuprofen to be given to a child only if prescribed by a doctor or if the medication has been supplied from home and a medication consent form has been completed and signed by parent / carer. (i.e a pupil who may be allergic to paracetamol).

The school maintains a stock of paracetamol tablets, the stock levels of which are recorded as they are signed in and out.

Staff should **never** give any medicines for hay fever unless the medicine has been sent in from home with appropriate completed and signed consent form / letter from parents / carers. The Oakfield Short Term Medication Consent M5 form must be completed by parents/carers, an M3 form may also be appropriate if the medication will be given long term.

Short Term Medical Needs

In order to reduce the time a child is away from school, the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, only when previous avoidance strategies have been examined. The Oakfield Short Term medication consent M5 form must be completed by parents/carers.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the document – Supporting Pupils at School with Medical Conditions (Dec 2015).

Administering Medicines

No child under 16 should be given medicines without written parent / carer consent. Sections M3 or M5 of the medication and first aid consent form or a signed letter must be completed by the parent giving permission for medicine to be administered by staff. Where the young person is of sufficient understanding, medical treatment will only be given with consent. If not the consent of parents/carers, including the person who has parental responsibility is required. Doctors can administer treatment or medication in emergencies without consent if this is medically necessary.

Members of staff giving medicines should check:

The child's name

Prescribed dose

Time

Expiry date

Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support/residential staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with one of the school's 3/4 day First Aiders who will then contact parent / carer.

A record must be kept in a written form each time medicines are given.

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage (locked, steel medication cabinet) so access will only be through the medical room or appropriate residential house.

Record Keeping

Parents should inform the school of the medicines their child needs, it is their responsibility to keep the school updated of any changing needs. School will check that the medicine is in its original container, with the correct expiry date and that the dispenser's instructions are clear.

A written record of medicines administered will be kept in the Medical Room and residential houses if appropriate. This includes controlled and non-controlled, prescription medication, short term prescription medication, and household remedies, all recorded on specific Oakfield School records. Administration of controlled medication is also recorded in a pre-printed, bound book. All these records are regularly audited to ensure accuracy.

For recording purposes, the following system must be used:

- A green pen is used to record medication received from parents/carers
- A black pen is used when medication is administered
- The controlled medication book should only be completed in **BLACK**
- A red pen is used to record/indicate the amount of stock left
- A red pen is used to record when medication is sent home to parents/carers OR left onsite in the secure cupboards provided.

Medication Care Plan

A medication care plan is to be completed for all pupils on medication including inhalers/epi pens. Copies of the plan to be kept in pupil main file, medical room and residential house if appropriate. Copies of medication care plan to be sent to any Alternative Learning Provision that a pupil may attend who is on medication, e.g. inhalers. The plan will include:

- Identification details
- Diagnosis/treatment regime
- Possible side effects
- Action to be taken in an emergency
- Contact details of relevant professionals e.g. GP, pharmacy, specialist
- Any equipment or specific training required

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff who is willing to take this responsibility and the medication stored in a locked portable metal box. To be administered by a member of support staff who is willing to carry out the task and witnessed by a second member of support staff, also willing. If any member of staff is concerned they should seek advice from the School First Aiders.

Residential Visits

If a pupil requires medicines which he/she takes at home only i.e. not during the school day, then Oakfield short-term medication consent form must be

completed by parents/carers before departure for the medicine to be administered during the residential. All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff who is willing to take this responsibility and the medication stored in a locked portable metal box. To be administered by a member of support staff who is willing to carry out the task and witnessed by a second member of support staff, also willing. If any member of staff is concerned they should seek advice from the School First Aiders.

Sporting Activities and Off-site Venues

Staff are made aware of pupils who have medical needs, (e.g. Asthma. See Oakfield School Pupil Asthma Register), and to ensure that they have the correct medication with them and have access to it at appropriate times.

Request for child to carry his/her medicine form M6

Where deemed appropriate by staff, a pupil can carry his/her own inhaler/epi pen when offsite i.e. sporting activities and offsite venues, residential visits and educational visits. This must be returned to the first aider when they come back into school. Form M6 must be completed by parent / carer beforehand.

Inhalers - Refer to Asthma Policy No. 68

Mouth pieces to be rinsed regularly to avoid any blockages, expiry dates to be checked regularly and update of Asthma register to be displayed in school and residential houses completed (by First Aid Co-ordinator)

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all necessary staff receive appropriate support and training and are aware of this policy. Likewise the Head Teacher will inform

the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

Teachers and Support Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to carry and administer (prescribed) medicines must be willing to take the responsibility.

Storing Medicines

Medicines are stored away from children in locked, steel medication cabinets, or refrigerated where necessary, they should be in their original containers. This will be the responsibility of the First Aider/Residential Staff. Children should know where their medicines are kept and who is responsible.

Emergency medicines such as asthma inhalers and adrenaline pens should **not** be kept locked away but always in the vicinity of the relevant pupils.

Any problems or issues arising shall be initially referenced to Supporting Pupils in School with medical Conditions Dec 2015.

Disposal of Un-used Medicines

Any unused medicines to be disposed of by returning them home or to a chemist.

KEY POINTS

- THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES.
- NO TEACHING STAFF WILL CARRY, AND ADMINISTER MEDICINES NOR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES UNLESS THEY ARE WILLING TO DO SO.

- ANY STAFF MEMBER CARRYING OR ADMINISTERING PRESCRIBED MEDICINES WILL DO SO WILLINGLY.

- ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE FIRST AID CO-ORDINATOR AND KEPT UNDER THEIR SUPERVISION. This includes asthma relievers (inhalers and adrenaline pens will be kept in an appropriate place where both pupils and staff have easy access to them). The School First Aiders will know where these medicines are in school and the Asthma register shall be updated as and when applicable or a pupil is deemed to be no longer Asthmatic by their G.P. (For which a signed letter from parents / carers is required). Asthma registers are e-mailed to all staff when updated, and displayed in staff areas around the school and residential.

OAKFIELD SCHOOL FORMS:

- 1) Medication and First Aid Consent M1, M2, M3, M4
- 2) Short term medication consent form M5
- 3) Controlled Medication record of administration book (bound book)
- 4) Record of Administration of Medication in Residential/School Setting
- 5) Record of short term medication or household remedies administered in school.

Insurance

New statutory responsibilities came into force on the 1st September 2014 regarding pupils with medical needs. Oakfield School purchase their insurance through the Local Authority. Zurich Municipal's Public Liability policy covers the insured, school governing body, teachers, other employees and volunteers should a claim be made against them from a pupil who alleges that they have sustained an injury or damage to their property as a result of the negligent provision of medical treatment.

The policy covers the administration or supervision of prescription and non-prescription medication orally, topically, by injection or by tube and the application of appliance or dressings. This applies to both straightforward and complex conditions. The insurers would expect that the teachers, employees and volunteers would have received appropriate training and that the training is reviewed on a regular basis.

The policy applies to all school activities including extra-curricular activities and school trips at home and abroad. Cover also applies to any first aid activities carried out by teachers, employees and volunteers.

Claims for financial loss arising from negligent treatment would also be covered by Zurich Municipal's policies. However, the possibility of claims under this heading is likely to be very remote.

This Policy was adopted in July 2016 and will be reviewed in June 2019 unless legislation changes

Signed:

Mr Lee Morfitt (Chair of Governors)