



Managing Medicines Policy

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Appendices to Procedure

- Appendix A: Key Staff in Managing Medicines Policy
- Appendix B: Individual Health Care Plan (IHP) Process
- Appendix C: Receiving of Medication Process
- Appendix D: Administering of Medication Process
- Appendix E: Disposal of Medication Process
- Appendix F: Emergency Medicine Protocol

Paperwork to Accompany Policy and Procedures:

- MED1
- MED2 (for example only, this is be recorded in a bound book)
- MED3
- MED4
- MED5
- IHP1
- KEY1
- SIGN1

Introduction

John Spence Community High School will ensure that students with medical conditions receive appropriate care and support at school. All students have an entitlement to a full time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated 11th December 2015 – "Supporting students at school with medical conditions" under a statutory duty form section 100 of the Students and Families Act 2014. The statutory duty came into force on 1st September 2014 <https://www.gov.uk/government/publications/supporting-students-at-school-with-medical-conditions--3> The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For students who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Students and Families Act 2014) will ensure compliance with this guidance with respect to those students.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities, also including students with medical conditions.

1. Principles

This guidance is based on adherence to the following key principles:

Students requiring medication have a right to:

- attend John Spence Community High School
- participate in everyday activities as far as is practical, and not endanger themselves, other students or staff
- support that is planned, implemented and monitored within clear and agreed health & safety policies and protocols
- contribute to and express their views regarding procedures for the administration of medication
- an agreement or health care plan for the administration of their medication
- a risk assessment
- give their permission in order for confidential information to be shared
- support that will promote self-management of medication wherever possible

Parents and carers have a right to:

- information, advice and guidance regarding the policies, practices and procedures relating to the administration of medication in John Spence Community High School
- contribute to and express their views regarding procedures for the administration of medication
- ensure their child's needs are met within clearly agreed policies and protocols
- an agreement or health care plan for the administration of medication
- give their permission in order for confidential information to be shared

The School has a right to:

- guidance from the Local Authority that informs the development of policies and protocols for individual schools or settings
- work within an agreement or health care plan for the administration of medication for identified students
- information, advice and guidance regarding the medical needs of a child, from parents/carers and relevant health professionals
- training programmes relating to the administration of medication and associated protocols.

2. Key Roles and Responsibilities

Close co-operation between John Spence Community High School, parents/carers, health professional and other agencies will help provide a suitably supportive environment for children with medical needs. It is important that responsibility for child safety is clearly defined and that each person involved in supporting a child requiring medication is aware of what is expected of him or her.

The Local Authority (LA) is responsible for:

- Providing guidance to schools in developing their own policies regarding the management and administration of medicines
- Providing full cover through public liability insurance for staff administering medication in maintained schools
- Offering training opportunities for staff in the management and administration of medicines in partnership with health professionals
- Providing information for parents/carers regarding guidance from the local authority on administration of medicines in schools

The Governing Body of John Spence Community High School is responsible for:

- Ensuring arrangements are in place to support students with medical conditions
- Developing and updating the policy annually, ratified by the Chair of Governors, Designated Safeguarding Lead (DSL), SENDCO and Head Teacher
- Ensuring that the Managing Medicines Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/nationality, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation
- Ensuring the policy covers arrangements for students who are competent to manage their own health needs (MED4)
- Ensuring that all students with medical conditions are able to play as full and active a role as possible in school life
- Ensuring the policy sets out procedures in place for emergency situations

The Headteacher and Designated Safeguarding Lead (DSL) are responsible for:

- Management and implementation of Managing Medicines Policy and Procedures of John Spence Community High School
- Management and recording of annual staff training on the Managing Medicines Policy and Procedure
- Management of staff training and maintenance of the defibrillators

The SENDCO is responsible for:

- Ensuring the policy is shared with all staff
- The day-to-day implementation and management of Managing Medicines Policy and Procedures of John Spence Community High School

- Identifying and notifying staff who need to be aware of a student's medical condition
- Providing training to all staff regarding the requirements of specific students in school who require long term or emergency medication. Updates on medication requirements will be given to staff via briefings and supported with an e-mail
- Ensuring the medical conditions register (MCR) is maintained, updated and reviewed regularly. All staff to be given access electronically
- Ensuring written records are kept of any and all medicines administered to students
- Developing Individual Healthcare Plans (IHPs) where appropriate
- Ensuring a minimum of three trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations, with appropriate record keeping
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/care
- The management of emergency medication (e.g. inhalers, adrenalin pens and blood glucose testers) which are to be held in main office.
- Management of emergency medication protocols (EMP1)
- Auditing procedure, protocols and paperwork on a four weekly cycle and reporting all compliance and non compliance directly to the Head Teacher, Designated Safeguarding Lead or School Business Manager

Designated Medical Keyholder (DMK) is responsible for:

- Acting as keyholder to the medical cabinet, and keeping it secure at all times
- Accessing the medical cabinet as and when required
- Administering of medication, strictly adhering to this policy

- Completing accurate and timely paperwork associated with the administering of medication, as set out in this policy
- Ensuring a trained person is always present to witness the administering of medicine
- Ensuring the medical cabinet is left secure after use
- Reporting any potential breaches of this policy immediately to the SENDCO, DSL and Headteacher

Deputy Designated Medical Keyholder (DDMK) to be responsible for:

- Acting as witness to the DMK (or other trained person) to the administering of medicines as set out in this policy
- Knowing where the second key for the medical cabinet is stored, and following protocol when accessing this key for medication
- Acting as DMK in instances where the DMK is not available
- Countersigning all paperwork as outlined in this policy when witnessing the administering of medicine
- Ensuring the medical cabinet is left secure after use
- Reporting any potential breaches of this policy immediately to the SENDCO, DSL and Headteacher

Staff Members are responsible for:

- Taking appropriate steps to support students with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a student with a medical condition needs help
- Knowing that controlled drugs are stored centrally and who the designated key holders are
- Being aware of their responsibilities under this policy and the emergency medication protocol
- Taking account the needs of students with medical conditions in lessons

- Undertaking training to achieve the necessary competency for supporting students with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility

Healthcare Professionals are responsible for:

- Offering advice and guidance on medical conditions and in drawing up of individual health care plans for students with medical needs
- Advising on training for school staff on administering medicines
- Signposting school, where necessary, to more specialist health professionals on a child's medical needs (e.g. paediatrician, specialist nurses)

Parents and Carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health or medication in line with this policy
- Participating in the development and regular reviews of their child's IHP
- Completing a parental consent form to administer medicine or treatment when bringing medication into school (MED1)
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover or expired medicine
- Carrying out actions assigned to them in the IHP with particular emphasis on them or a nominated adult being contactable at all times

Students are responsible for:

- Providing information on how their medical condition affects them
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents (MED4)

3. Training of staff

- Newly appointed teachers and support staff will receive training on the 'Managing Medicines Policy' as part of their induction
- All staff to receive annual training on the Emergency Medicine Protocol (EMP)
- In addition to the above, all staff (including agency/supply staff) will be given information on students who have conditions with potentially life threatening implications
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent by SENDCO
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy

4. Medical Conditions Register

- School's admissions forms and annual update requests will ask for information on medical conditions. Parents will have an easy pathway to inform school at any point in the school year if a condition develops or is diagnosed (MED1)
- A medical conditions register will be kept, updated and reviewed regularly by the SENDCO. All Staff to be given a list of all students
- Supply staff will be issued with the medical conditions register and emergency medicine protocol on arrival in school

5. Individual Healthcare Plans (IHPs)

- Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parents/carers, SENDCO and medical professionals
- In the case of conditions with potentially life-threatening implications the IHP will be made available and accessible to everyone
- IHPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner

- Where a student has an Education, Health and Care Plan or special needs statement, the IHP will be linked to it or become part of it
- Where a student with an existing IHP is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs
- Where a student with an existing IHP is accessing alternative provision the alternative provider must be informed of their medical requirements

6. Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the student to take them outside of school hours
- If this is not possible, prior to designated staff members administering any medication, the parents/carers of the student must complete and sign a parental consent to administration of medicine form (MED1)
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances
- Where a student is prescribed medication by a healthcare professional without their parents'/carers' knowledge, informed staff will encourage the student to involve their parents while respecting their right to confidentiality
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription
- Medicines MUST be in date, prescribed, have a pharmaceutical label, and be provided in the original container (except in the case of inhalers or insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered
- Usually up to **four** weeks' supply of the medication may be provided to the school at one time. In some cases a maximum of a term's supply may be provided for students with long-term conditions
- A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child

for use is an offence. All students and parents will be encouraged to use the Designated Medical Keyholder to administer the medicine. The school will otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only the Designated Medical Keyholder (DMK) and Deputy Designated Medical Keyholders (DDMKs) will have access to it. Controlled drugs will be easily accessible in an emergency

- Prescribed Medications will be stored in a **locked cabinet** in the **Mentors office**
- Emergency Medications will be stored in a **cabinet** in the **Main School Office**
- All invalidated medicines will be returned to the parent/carers for disposal; including expired medicine, medicine with illegible or missing labels, unused medication and at the end of each academic year. Forms MED1 and MED2 updated
- Designated staff are responsible for ensuring all above medication is returned to parents and the Designated Safeguarding Lead is responsible for the monitoring and reviewing of this process
- Written records will be kept of any medication administered to students. Once the medication is no longer required all records will be archived in the central records store for 10 years
- Students will never be prevented from accessing their medication
- John Spence Community High School cannot be held responsible for side effects that occur when medication is taken correctly
- If a student refuses to take their medication, the Designated Safeguarding Lead will be informed immediately and parent/carers contacted as soon as possible and a note made on MED2 form. If an IHP is place, all the resulting actions will be clearly written into the IHP which will include how and when parent/carers are informed

7. Emergencies

- Medical emergencies will be dealt with under the school's emergency protocol which will be communicated to all relevant staff so they are aware of signs and symptoms. (EMP)

- Any students witnessing a medical emergency are instructed to alert a member of staff immediately
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parent/carer arrives

8. Day trips, residential visits and sporting activities

- The school will make arrangements for the inclusion of students in such activities, with any reasonable adjustments as required, unless evidence from a clinician such as a GP states that this is not possible
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including students with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day

9. Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is **unacceptable** in John Spence Community High School

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that students with the same condition require the same treatment
- Ignoring the views of the student and/or their parents or ignoring medical evidence or opinion
- Sending students with medical conditions home frequently for reasons associated with their medical condition or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan
- Sending students to the school office alone or with an unsuitable escort if they become ill
- Penalising students with medical conditions for their attendance record where the absences relate to their condition

- Making parents feel obliged to, or forcing parents to, attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to students participating in school life, including school trips
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition

10. Complaints

- All complaints should be raised with the school in the first instance
- The details of how to make a formal complaint can be found in the 'School Complaints Policy'. This is available on the school website at www.johnspence.org.uk

11. Defibrillator kit / Emergency Medicines (including emergency asthma inhalers)

The emergency medicines are situated in the main school office. There is a defibrillator located in the Main School Office, and in the Sports Hall Reception. Further guidance on these can be found:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

12. Definitions

- 'Parent(s)' is a wide reference not only to a student's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a student
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery

from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered*

- 'Medication' is defined as any prescribed or over the counter treatment
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage
- 'Controlled medication' is generally a medicine that is regulated by the government
- A 'staff member' is defined as any member of staff employed at John Spence Community High School

Legal Frameworks adhered to in this policy include:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work Act 1999
- Control of Substances Hazardous to Health Regulations 2002
- Equality Act 2010
- Student and Families Act 2014

Key staff in Managing Medicines Policy

Role:

Headteacher

Designated Safeguarding Lead (DSL)

Special Educational Needs and Disability Co-ordinator (SENDCO)

Designated Medical Key Holder (DMK)

Deputy Designated Medical Key Holder (DDMK)