

Clifton Hill School

Document	Medication Policy 2018-19
Content	Policy on administration of medicines – staff focussed
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Author	School Nursing team
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1	September 2014	Updated re: new statutory guidance sept 2014
2	December 2018	Updated department of health under 'guidance' as N/A Removed 'locked green' in 'medication' as N/A Wording changed in 'medication' Added 'senior member of staff' in 'medication on visits'

Setting

Clifton Hill is a Surrey County Council funded community school for students aged 11-19 years who have severe or profound multiple learning difficulties, autistic spectrum disorder, challenging behavior and complex health needs.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

MEDICATION POLICY

Rationale

It is assumed that any student attending school is fit and able to participate in all curricular activities. It is extremely difficult for the school to accommodate students who are ill because of staffing limitations, time tabling constraints and the risk of infecting other students or adults. Any exceptions to this e.g. for students with chronic illness, must be discussed with the Headteacher and School Nurse, and arrangements made under the Supporting Pupils in School with Medical Conditions Policy.

Values and Aims

This school policy follows guidance from the local education authority, the local health authority, and national laws regarding the storage and administration of medicines.

Guidance

No student who has an infectious disease or who is on a course of antibiotics because of infection which may be passed on, can be allowed into school. After 2-3 days, provided the student is fit enough to attend school, antibiotics may be sent into school with written consent so that the course is completed.

Any student who has diarrhea and/or vomiting must stay at home for **at least 48 hours** from the last episode of diarrhea or vomiting. They should be eating normally before returning to us.

If parents/guardians are unsure about their student being fit for school they must contact the Headteacher or School Nurse first. The School Nurse cannot diagnose illnesses and students must not be sent into school with requests for the nurse to “have a look” at them.

If a student becomes unwell in school, parents/guardians will be contacted and asked to collect the student. The school has no facilities for caring for sick students.

If a student is unwell at school and is awaiting collection, the student will be looked after by the School Nurse or a member of staff. The student will remain in the Medical Room if possible, or another suitable area if the Medical Room is occupied by Therapists. If the School Nurse is not on site or is called away, the student will be looked after by a staff member as allocated by the Class Teacher. No student will be left unattended. All parents will be asked for contact number and emergency numbers in the event of illness/accident.

Medication

All students, having any form of medication in school, must have the appropriate consent from parents or guardians, on a Medication Consent Form. Medication Consent Forms will be sent to parents/guardians at the end of each term, and **must** be signed and returned **prior** to any medication being given. Parents/guardians are responsible for informing the school of any changes at other times, initially via a note, against which one daily dose can be administered. An updated Medication Consent Form will be sent home by the nurses, which the parent/guardian must sign and return the next day, for the medication to be administered.

No medicines are to be kept in the classroom except for creams and food supplements, which may remain in the class if they are out of the reach of students. **If a student is going on to respite care then their medication is kept in a green Medication plastic bag, inside the medical cupboard in the medical room. All medication must be in the container from the chemist (box or bottle) with the prescription label attached, stating the student’s name, medication name, dosage, time to be taken and the date.**

The school nursing team will provide green medication carrier bags for the transportation of medications to and from school. Medication should be handed to the bus / taxi escort by parents, and handed to an adult staff member at the school by the escort. It must not be transported or left in student’s bags because of the risk involved. This includes any medication intended to accompany the student going for respite care via school. **No drugs are to be left anywhere unattended.** All

medication must be taken by the staff member to the Medical room and handed to a member of the nursing team, who will sign it in and lock it in the appropriate cupboard.

All medication brought into school and/or given to students must be recorded on the appropriate form kept in the medicine book underneath the medicine cabinet. **Staff must ensure that any medicine is locked away and inform the nurses that they have done so in their absence.**

All students who are prescribed emergency epilepsy medication will have an Epilepsy Health protocol, which is kept with the individual products. This will be administered as necessary by the School Nurse or other member of staff suitably trained to do so in her absence, or on a school trip out. Staff will receive regular training updates as and when required. In the absence of the School Nurse, e.g. on an outing, the Epilepsy treatment plan would be followed. The prescribed emergency medication must be taken out with the student.

All medication will be sent home at the end of each term.

During swimming lessons, the teacher in charge must be aware of the students who have epilepsy, and these individuals must be observed closely by the member of staff standing on the side. All supervising staff must be extra vigilant. Any changes to this procedure must be agreed and negotiated with the Headteacher. At other pools, the lifeguard must be informed on each occasion.

Medication on Visits

If any student requiring regular medication goes on an outing, the class teacher/senior member of staff will be responsible for giving this during the day. The class teacher, or senior member of staff allocated by the class teacher, will collect the medication (and the Medication Administration Record) from the School Nurse (or in her absence from the medicine cupboard) prior to going out, together with full instructions on dosage/timing etc. The class teacher will sign the appropriate form in the medicine folder when removing the medication, and again when it is returned. The class teacher will be responsible for its safe-keeping and administration. The Medication Administration Record must be completed immediately, if medication is administered by teaching staff whilst out.

Roles & Responsibilities of the School Nursing Team

- If a student is unwell he/she will be looked after by the School Nurse or a member of staff until parent/carer collects the student.
- The School Nurse is responsible for the safe storage of all medication. This will be in a safe place in the medical room.
- The School Nurse is responsible for training staff in drug administration.
- The School Nurse will liaise with other medical professionals.
- The School Nurse will keep regular contact with parents on medical issues.
- The School Nurse will arrange medicals, hearing tests, vision tests etc.
- The School Nurse will carry out immunisation programmes with the community immunisation team.
- The School Nurse supports the PSHE curriculum and will work with the students.
- The School Nurse will train staff where needed – epilepsy & anaphylaxis, midazolam, gastrostomy feeding, gives input on staff development days.
- Class teachers and staff keep a record of all seizures on the seizure record forms available from the school nurse. These incidences and all other medical matters must be reported to the School Nurse. Copies of seizure record forms go to the class, School Nurse, parents and carers.

Monitoring, Evaluation & Review Strategies

The School Nurse will regularly update teachers on any changes of drugs/health record. In the case of taking prescribed emergency anti-convulsant medication out on trips, a member of staff nominated by the teacher may collect the medication and sign it in and out, including the child specific health care plan. The class teacher is responsible for its safekeeping at all times.

Evaluation – Success Criteria

The well-being of all students whilst in school and when off site on school related activities.

Links to Other Policies

Policy on Accidents

Policy on Medication in School for Parents/Guardians

Virgincare standard operating procedures for storage, monitoring and administration of medicines

Supporting Pupils at School with medical Conditions Policy

Supporting Pupils at School with medical conditions (Statutory Guidance 2014):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

Special Educational Needs and Disability Code of practice:

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