



## Medicine in Schools Policy

July 2010

Freebrough Academy is committed to safeguarding and promoting the welfare of children and young people.

## **1.0 NOMINATED STAFF**

## **2.0 OTHER CONTACTS**

## **3.0 INTRODUCTION**

Parents have the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition. In order to help the first aider, academic and pastoral leaders, the Academy must have a written record of any medical issues that could occur during the Academy day to a student. Parents, and the child if appropriate, should obtain details from their child's general practitioner (GP) or paediatrician if needed.

There is no legal duty that requires the Academy to administer medicine to students. Trained first aid personnel within the Academy are not permitted to administer any medication to students. Their role is to be the first person on the scene to administer first aid until a professional is able to take over. However, at Freebrough we have nominated staff to administer prescribed medication to students who need long-term medication in Academy and to those needing prescribed medication for short term use when it is not possible for it to be administered at home. Non prescription medicines cannot be administered by staff although parents can come into the Academy to administer it themselves.

Staff involved with the administration of medicine will receive appropriate training and support from health professionals. The Public Health Nurse is available for any advice needed for those students who have more complex health needs. All medicines that are to be administered in the Academy will be held in appropriate lockable and fixed storage. Medicines that need to be stored in refrigerators will be held in a lockable box.

All trained first aid personnel will have access to the records containing the student's health care plan (..... has this information).

## **4.0 ROLES AND RESPONSIBILITIES**

Medicines should only be taken to the Academy when essential: that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines will only be administered when all of the relevant forms have been completed (see Appendices A-F). No verbal requests will be accepted to change any information provided on the medicine containers.

If prescribed medication is required, the parent/carer will do their utmost to ensure that it is taken before or after Academy. Medicine that should be taken 3 times per day should be taken morning, tea-time and evening. Only if absolutely necessary will the Academy administer medication to a student during the day.

All medication must be in the original container with the name of the student, the dosage and timing clearly legible with no alterations by hand. All medicines should also have any spoons or droppers with them if they are required.

Any medication that is finished or out of date will need to be collected by the parent/carer or the Academy will dispose of it after 7 days.

A consent form must be signed for any students wishing to carry medication such as paracetamol, ibuprofen or similar products. The medication and all over the counter medicines cannot be kept at Academy.

A consent form must be signed for any student who needs to carry Epipens and, or, asthma inhalers. Epipens/inhalers should be labelled with the students name and be kept in appropriate storage. Parent/carers must ensure students authorised to carry Epipens/inhalers do so in a safe and accessible manner.

Parents should at all times inform the Academy of any medical condition or change in medical condition that may arise.

- The Academy will keep prescribed medicine in a lockable, non removable container.
- The Academy will hold a file containing a health care plan for all students who have medical conditions or who require medication.

Students are responsible for asking the nominated member of staff for their medication (where agreed). They are to report at the correct time as agreed and medicines administered will be recorded. If students refuse to take medication at the correct time they cannot be given it later in the day.

## **5.0 DEALING WITH MEDICINE SAFELY**

Large volumes of medicine cannot be stored in the Academy. Nominated staff will only store, supervise and administer medicine that has been prescribed for an individual student.

Medicines will be stored strictly in accordance with product instructions, (with particular note to temperature), and in the original container.

Students should know where their own medicines are stored and who holds the key.

All emergency medication such as inhalers and adrenaline (Epipens) pens should be readily available to students and should not be locked away.

Only students whose name is on the prescribed medication should be allowed to administer or handle them.

## **6.0 PRESCRIBED MEDICINE**

Prescribed medicines that are to be administered during the Academy 'day' should be:

- Brought into the Academy and handed to the nominated member of staff.
- In the original container, bottle or box with the student's name and dosage clearly seen. The Academy will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Accompanied by any spoons, droppers or any other necessary accessories that help with the administration of the medicine.

## **7.0 CONTROLLED DRUGS**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its association regulations. Some may be prescribed as medication for use by children e.g. methylphenidate.

Designated staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescribers instructions.

A student who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the student for whom it has been prescribed.

Controlled drugs should be kept in a lockable non-portable container. Only named staff should have access to these medicines.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. School procedures will be put into force if this is discovered.

## 8.0 NON PRESCRIPTION MEDICINE

Non prescription medicines cannot be administered by staff although parents can come into the Academy to administer it themselves.

## 9.0 SHORT-TERM MEDICATION NEEDS

Many students will need to take medication during the day at some point during their time in a school or setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply lotion. By allowing students to do this, it minimises the time that they need to be absent. Prescribed medication that is short term should be collected from the Academy when the course is finished and any medicines that are not collected will be destroyed after 7 days.

## 10.0 LONG TERM MEDICAL NEEDS

It is important to have sufficient information about the medical condition of any student with long term medical needs. If a student's medical needs are inadequately supported, it may have a significant impact on their experiences and the way they function in or out of school or a setting. The impact may be direct in that the condition may affect cognitive or physical abilities and their behavioural or emotional state. Some medicines may also affect learning, leading to poor concentration or difficulty in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious, chronic illness or disability may have on a child and their family.

The Special Educational Needs (SEN) Code of Practice 2001 advises that a medical diagnosis or a disability does not necessarily imply SEN. It is the student's educational needs rather than a medical diagnosis that **must** be considered. SEN Code of Practice (DFES/0581/2001/para7:64-7:67).

*"Schools and settings need to know about any particular needs before a student is admitted, or when a student first develops a medical need.*

*All students with any complex medical needs will have a health care plan – Parents, relevant health professionals and nominated staff – Heads of Year and Key Stage leaders will have access to these records. A copy of the health care plan will accompany the group leader on any visits out of school."*

## 11.0 SELF-MANAGEMENT

- It is good practice to support and encourage students, who are able to, to take responsibility to manage their own medicines.
- If students can take their medicines themselves, staff may only need to supervise.
- Students can leave the prescribed medicine at the designated area and it is then their responsibility to seek the medicine at the appropriate time.
- Where students have been prescribed controlled drugs, staff need to be aware that these should be kept safe. However, students can access them for self-medication if it is agreed that it is appropriate.

## **12.0 REFUSING MEDICINE**

If a student refuses to take medicine staff should not force them to do so, but should note this is in the records and follow agreed procedures. This procedure should be to contact parents and Pastoral leaders the same day.

## **13.0 EDUCATIONAL VISITS**

- The Academy follows good practice for schools by encouraging students with medical needs to participate in safely managed visits.
- Although parents/carers are required to complete a parental consent form for educational visits that requests medical information on their child, group leaders of visits should not rely solely on their return. To ensure the medical needs of students are met, group leaders will also need to check the records held by ..... prior to the trip and take copies of any student health care plans with them. Medicines needed should be taken in the lockable box held at reception.
- If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a visit, they should seek parental views and medical advice from the school health service. Parents can be asked if they would like to join the visit.

## **14.0 SPORTING ACTIVITIES**

- Most students with medical conditions can participate in physical activities and extra curricular sport.
- Any restrictions on a student's ability to participate in PE will be recorded in their individual health care plan.
- All PE staff should be aware of any students that have a health care plan by checking the records held by .....

## **15.0 HOME TO SCHOOL TRANSPORT**

- It is the responsibility of the local authority, who provide school transport, to be aware of any student that may need medication or have a medical condition that could endanger the student.
- Drivers and escorts should know what to do in the case of a medical emergency.
- Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat in vehicles.
- All escorts should have basic first aid training and should be trained in the use of an adrenaline pen for emergencies where appropriate.

## **16.0 FIRST AID PROCEDURES**

### **FIRST AID IN COLLEGE**

The names of staff able to administer first aid are displayed in the staff room and at student reception.

### **Illness**

This usually takes the form of the students complaining of "feeling sick", "stomach ache" or "head ache". Staff should be able, in the majority of cases, to monitor and manage the student in their own teaching room.

If the student is sufficiently unwell and, in the Pastoral Leader's judgement, requires sending home then the child should be sent with an explanatory note, to reception, where staff will contact the home of the emergency contact and arrange for them to be collected.

In the case of medical emergencies where no contact is available, medical services (GP, Brotton Hospital, Ambulance) will be contacted by the office.

Further advice can be sought from the qualified First Aiders.

Students should not be placed in the medical room without notifying reception staff, a senior member of staff or a qualified First Aider.

The following are classed as first aid:

- Bleeding
- Burns
- Chest injury
- Choking
- CPR
- Crush injuries
- Diabetes
- Epilepsy
- Eye injury (if there is an object in the eye)
- Fainting
- Fractures
- Frostbite
- Head injuries
- Heart attack
- Heat exhaustion/heat stroke
- Hyperventilation
- Hypothermia
- Internal bleeding
- Poisoning
- Shock
- Spinal injury
- Sprains and strains
- Stroke
- Unconsciousness

The following are not first aid:

- Headache
- Stomach ache
- Feeling sick
- Eye that is watering
- Bruises
- Earache
- Any symptom that is NOT the result of something that has happened in college time

## **17.0 ACCIDENTS AND EMERGENCY**

In an emergency the general office should be contacted and an ambulance called for. Note that if hospital treatment is required an ambulance should always be requested and immediate contact made with parents

or other emergency contact. All accidents should be entered in the Accident Report Book located at student reception.

#### College's Emergency Procedures

Emergency procedures are available at main points in the college. (e.g. reception, main office)

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed. **If there is the slightest doubt as to the severity of the injury/illness then an ambulance should be requested through student reception or the general office who should call 999 making the appropriate request.**

1. First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances and, if absolutely necessary, removed from danger. Accidents of a minor nature e.g. simple cuts and grazes which require nothing more than simple cleaning should be dealt with by the member of staff responsible for First Aid. The First Aid boxes for the treatment of minor injuries are located in the First Aid room and General Office.
2. All staff and students should be aware of the location of first aid equipment and the identity of those who have been trained in first aid. If circumstances necessitate, a trained First Aider should be summoned immediately to tend to the casualty.
3. If the injury is of a more serious nature then a qualified First Aider should be contacted so that the necessary treatment/stabilisation can take place.
4. Transport to hospital: If an ambulance is required the emergency "999" service should be used. Parents should be informed and, wherever possible, no casualties should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
5. Accident Report: As soon as possible after the incident, every case of injury or accident must be reported fully and accurately in the accident book and, where possible, detailed statements should be obtained from witnesses. The accident book must be completed for all accidents, (to employees, students, members of the public) however minor. The accident book is located on student reception.
6. If the accident was caused by unsafe equipment, furniture, procedures then the Principal, Leadership and Estates Manager should be informed as to the nature of the hazard.

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the college life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice and guidance issued by the LA, Principal or Leadership in pursuance of the safety policy, should immediately report the circumstances to the Principal or Leadership. Hazardous situations should be reported immediately.

## 18.0 CONTACTING THE EMERGENCY SERVICES

Dial 999, ask for ambulance and be ready with the following information remembering to speak clearly and slowly and be ready to repeat information if asked:

- Your telephone number;
- Give your location as follows: Freebrough Academy, Linden Road, Brotton, Saltburn-by-the-Sea, TS12 2SJ;
- Give exact location in the Academy;
- Give your name;
- Give the name of the child and a brief description of their symptoms;
- Inform ambulance control of the best entrance and state that the crew will be met and taken to the location.

## 19.0 LIST OF APPENDICES AND WHEN THEY SHOULD BE USED

<b>Appendix A</b>	<b>Letter and medical/medication form:</b> This form must be completed by parent/guardian for all students on entry to the Academy and updated annually/as necessary.
<b>Appendix B</b>	<b>Health Care Plan:</b> This form must be completed by the appropriate member of Academy staff for any student who has a serious health issue or takes any long term medication.
<b>Appendix C</b>	<b>Parental agreement for the Academy to administer medicine:</b> This form must be completed by parent/guardian if a student needs to take prescribed medication during the Academy day.
<b>Appendix D</b>	<b>Record of medication brought into the Academy:</b> This form must be completed by the appropriate member of Academy staff to record medication brought into the Academy. A separate form is completed for each student.
<b>Appendix E</b>	<b>Request for student to carry his/her own medicine:</b> This form must be completed by parent/guardian if a student needs to carry an Epipen and or, an inhaler.
<b>Appendix F</b>	<b>Individual Epilepsy plan:</b> This form needs to be completed by parent/guardian to instruct appropriate staff of individual student needs with epilepsy.

**Adopted by Freebrough Academy** .....

**Chair of Academy's Trust Board** .....

**Principal** .....

**Review Date** .....

Insert date

**Appendix A (part 1)**

Dear Parent/Carer,

**Re: Medicine in Schools**

It is important that we as an Academy take every effort to ensure your child is safe during the Academy day. The Academy has a team of first aiders who are on call to attend students who have minor problems.

However, it is helpful to have prior knowledge of any students who have medical problems that require more than first aid, such as panic attacks or asthma. I am asking all parents/carers to complete the attached forms and return them to the Academy. Please return the forms even if your child has no medical problems or does not need to take medication writing on 'none required'.

To allow prescribed medicines to be administered during the Academy day, the parent/carers must complete the form - *Parental agreement for the Academy to administer medicine*.

All prescribed medicines must be sent into the Academy in the original box/container with the name of the child, the dosage and timing clear to see with no alterations by hand. Any spoons or droppers will also need to be provided. For medicines prescribed 3 times daily, this should, wherever possible, be before Academy, after Academy and evening. Only if necessary will medication be administered during the Academy day. When the course of medication is complete, any remaining medication will need to be collected by the parent/carers.

The Academy is unable to hold or administer non prescription medicine. Non prescription medicine must not be carried by students and any student needing to take medication such as paracetamol must do so at home.

The Academy has a medicine in schools policy that details procedures, roles and responsibilities. A copy is available upon request.

Please contact me if you have any queries.

Yours sincerely

**Office Manager**

**Appendix A (part 2)**

Freebrough Academy Medical/Medication Information
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Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Form \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

Doctors name and address \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

**Emergency contact names and numbers (1 must be a contact number we can contact at all times)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Tel. no. \_\_\_\_\_ Tel. no. \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Tel. no. \_\_\_\_\_ Tel. no. \_\_\_\_\_

**Medication (long term) – to be taken in Academy:**

Type	
Strength	
Dosage	
Time of day	
Side effects if any	

**Medical problems:** Please circle the following if your child has any of these medical conditions:

Asthma	Anaphylaxis (allergies)	Diabetes	Epilepsy
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Eczema	ADHD	Migraine	Other
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Clearly explain the medical problem, if the student needs medication at Academy and who to contact in an emergency.

**Appendix A (part 2) continued**

Please list below any other medical problems you think we should know about and what we could do to help in such situations.

I confirm that the above information is correct. I will inform the Academy in writing if there is any change in circumstances or medical condition.

Signature \_\_\_\_\_  
(parent/carer)

Date \_\_\_\_\_

Print name \_\_\_\_\_

Relationship \_\_\_\_\_

**Appendix B**

Freebrough Academy Health Care Plan
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<b>Name</b>	<b>Doctor Name</b>
<b>Address</b>	<b>Address</b>
<b>Contact No</b>	<b>Contact No</b>
<b>Contact No</b>	
<b>Contact No</b>	

<b>Other Contact Numbers</b>	<b>Name &amp; Relationship</b>

<b>Medical diagnosis or Condition</b>	
<b>Prescription Medication Needed</b>	<b>Dosage and time of day</b>

<b>Name of Clinic or Hospital Contact (Consultant ) / Telephone Number</b>

**Describe medical needs and give details of child's symptoms**

--

**Describe what constitutes an emergency for the child, and the action to take if this occurs.**

--

**Who is responsible in an emergency (please state if different for off- site activities)**


Signed:		Date
Signed:		Date
Signed:		Date

**Appendix C**

Freebrough Academy Parental agreement for the Academy to administer medicine
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**PARENTAL AGREEMENT TO ADMINISTER MEDICINE**

Note: Medicines must be in the original container as dispensed by the Pharmacy

1. Name of school/setting -----
2. Name of child -----
3. Group/class/form -----
4. Name and strength of medicine -----
5. Date received -----
6. Dose and frequency of medicine  
(or as printed dosage schedule) -----
7. Quantity received  
(number of doses/volume) -----
8. Quantity returned -----
9. Date Returned -----
10. End date of course of medication -----

It is agreed that (*name of child*) ----- will receive  
  
 (name & dose of medicine) -----  
  
 at the following time/s-----



Medication will be *given or supervised* by (*name of member of staff*)

-----

In the event of staff absence, the medication will be given or supervised by (*name of member of staff*)

It is agreed that (*the parent/carer*) will notify the school/setting of any changes

Agreed review date: -----

Signature: ----- Date: -----

(Principal/Head of setting)

Signature (named person/s)----- Date: -----

Signature of Parent/carer ----- Date: -----

Signature of child/young person ----- Date: -----

**Appendix D**

Freebrough Academy  
Record of Medication Administered/Brought into the Academy

RECORD OF MEDICINE/S ADMINISTERED

Name of school/setting: -----

Child's Name: -----

Quantity received  
No. Of doses/volume: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Quantity returned:  
\_\_\_\_\_

Date	Time	Name and strength of Medicine	Dose given	Comments	Signature of staff	Witnessed & checked by (signature of staff)

**Appendix E**

Freebrough Academy Request for student to carry his/her own medicine (Epi pens and inhalers only)
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**This form must be completed by parent/carer:**

**(If staff have any concerns discuss this request with healthcare professionals)**

**Name of school/setting** -----

**Child's name** -----

**Group/class/form** -----

**Name of medicine** -----

I would like my son/daughter to keep his/her Epi pens/inhaler with him/her for use as necessary. Epi pens/inhalers will be labelled with my son/daughter name and be kept in appropriate storage. My son/daughter will ensure students authorised to carry Epi pens/inhalers do so in a safe and accessible manner.

**Signature of Parent/carer:** -----

**Signature of Young Person** -----

**Date:** -----

If more than one medicine is to be given a separate form should be completed for each one.

**Appendix F**

Freebrough Academy Individual Epilepsy Plan
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School/setting	
Childs Name	
Date of Birth	

Emergency Contact	
Name:	
Relationship with child	
Phone Number	

ARE THERE ANY TRIGGERS OR WARNING PRIOR TO SEIZURE?
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DESCRIPTION OF USUAL SEIZURES:
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Frequency of seizures (specify)	
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**USUAL CARE DURING A SEIZURE**

- Observe time at start of seizure
- Stay with .....and reassure them
- Summon help
- Protect head from injury
- Maintain privacy and dignity

➤ Other care .....

Emergency Care/Medication:
(Please write name of medication and individual action i.e. when to give, when to repeat dose).

The emergency procedure may be repeated, if necessary, 4 hours after first initiated and twice in any 24 hour period.

POST SEIZURE
<b>Usual behaviour (e.g. disorientated/vomiting/sleepy/aggressive).</b>

PLACE IN RECOVERY POSITION IF SLEEPY