

Managing Medicines in Schools and Early Years Settings Guidance

The following guidance and policy draw directly on advice contained within DCFS publication '*Managing Medicines in Schools and Early Years Settings*': DCFS/Department of Health 2005 Ref 1448-2005 DCL-EN

The DCFS publication provides updated guidance on managing medicines in schools and early years settings, and replaces the earlier DFEE/DoH guidance *Supporting Pupils with Medical Needs: a Good Practice Guide*, and circular 14/96 *Supporting Schools with Medical Needs in School*, which were published in 1996.

The document sets a clear framework within which Local Authorities, NHS Primary Care Trusts, schools, early years settings and families are able to work together. This ensures that children requiring medicines receive the support they need, and schools and staff work within approved guidelines.

The document should be regarded as an essential reference point when schools and settings are dealing with issues which may not be directly covered in their own policy.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school or setting as other children.

Access to Education and Associated Services

Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his abilities to carry out normal day-to-day activities.

Under Part 4 of the DDA, responsible bodies for schools (including nursery schools) must not discriminate against disabled pupils in relation to their access to education and associated services – a broad term that covers all aspects of school life including school trips, clubs and activities. Schools should be making reasonable adjustments for disabled children including those with medical needs at different levels of school life; and for the individual disabled child in their practices and procedures and in their policies.

Schools are also under a duty to plan strategically to increase access, over time, for disabled children, including those with medical needs.

Like schools, early years settings not constituted as schools, including childminders and other private, voluntary and statutory provision covered by Part 3 of the DDA

should be making reasonable adjustments for disabled children, including those with medical needs.

The national Curriculum Inclusion Statement 2000 emphasises the importance of providing effective learning opportunities for all pupils, in terms of:

- Setting suitable learning challenges
- Responding to pupils' diverse needs
- Overcoming potential barriers to learning

Support for Children with Medical Needs

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

There is no legal duty that requires school or setting staff to administer medicines. Some schools are developing roles for support staff which build the administration of medicines into their core job description. Some support staff may have such a role in their contract of employment. Schools should ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.

Conditions of employment are individual to each non-maintained early years setting. The registered person has to arrange who should administer medicines within a setting, either on a voluntary basis or as part of a contract of employment.

Staff managing the administration of medicines and those who administer medicines should receive appropriate training and support from health professionals.

Home to School Transport

The Local Authority has a duty to ensure that pupils are safe during journeys. Most pupils with medical needs do not require supervision on school transport, but trained escorts should be provided if considered necessary. Guidance should be sought from the child's GP or paediatrician.

Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines, but where it is agreed that this should happen (i.e. in an emergency), they must receive training and support and fully understand what procedures and protocols to follow. They should be clear about roles, responsibilities and liabilities.

Where pupils have life-threatening conditions, specific health care plans should be carried on vehicles. Advice should be sought from the pupil's school, and input will be needed from parents and the responsible medical practitioner. The care plans should specify the steps to be taken to support the normal care of the pupil, as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally, trained escorts may be needed to support some pupils with complex medical needs.

Some pupils are at risk of severe allergic reactions. Risks can be minimised by not permitting eating on vehicles.

Developing Policies

Employers, including Local Authorities and school governing bodies, must have a health and safety policy by law. Schools and settings should review existing health and safety policies in order to ensure that they incorporate the management of medicines and the support of children with medical needs.

The registered person in early years settings, which can legally be a management group rather than an individual, is responsible for the health and safety of children in their care. The legal framework for registered early years settings is derived from both health and safety legislation and the National Standards for regulation of day-care.

Settings outside the LEA **must** take out Employers Liability Insurance to provide cover to staff acting within the scope of their employment. Employers should make sure that their insurance arrangements provide full cover in respect of these actions.

Headteachers and governors of schools may also want to ensure that policy and procedures are compatible and consistent with any registered day care (e.g. Out of School Club) operated by them or an external provider on the school premises.

Policies should aim to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff should back up the policy.

A policy needs to be clear to all staff, parents and children. It could be included in the prospectus, or in other information for parents.

Stillington Community Primary School

Managing Medicines Policy

Stillington Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps which the school will take to ensure full access to learning for all its children who have medical needs and are able to attend school.

:

Managing prescription medicines which need to be taken during the school day.

Parents should provide full information about their child's medical needs.

Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day.

The school will not accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.

The school will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Some medicines prescribed for children (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff may administer a controlled drug, in accordance with the prescriber's instructions. The school will keep controlled drugs in a locked non-portable container, to which only named staff will have access. A record of access to the container will be kept. Misuse of a controlled drug is an offence, and will be dealt with under the school's behaviour code.

Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

The school will refer to the DCFS guidance document when dealing with any other particular issues relating to managing medicines.

Procedures for managing prescription medicines on trips and outings and during sporting activities

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.

If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP. Please refer to the DCFS guidance on planning educational visits.

The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.

Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

The school will cooperate with the Local Authority in fulfilling its responsibilities regarding home to school transport. This may include giving advice regarding a child's medical needs.

The roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines

Close co-operation between schools, settings, parents, health professionals 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 responsible for a child with medical needs is aware of what is expected of them.

The school will always take full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of medicines.

The school will always designate a minimum of two people to be responsible for the administering of medicine to a child.

Staff should **never** give a non-prescribed medicine to a child.

Any controlled drugs which have been prescribed for a child must be kept in safe custody.

If a child refuses to take medicine, staff will not force them to do so. Staff should record the incident and follow agreed procedures. Parents will be informed of the refusal on the same day. If refusal results in an emergency, the school's normal emergency procedures will be followed.

N.B. The DCFS guidance document gives a full description of roles and responsibilities

Parental responsibilities in respect of their child's medical needs

It is the parents' responsibility to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed.

Parents are expected to work with the Headteacher to reach an agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy.

The Headteacher should have parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

If parents have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate.

It is the parents' responsibility to keep their children at home when they are acutely unwell.

It requires only one parent/carer to agree to or request that medicines are administered to a child. It is likely that this will be the parent with whom the school or setting has day-to-day contact.

Prior written agreement should be obtained from parents/carers for any medicines to be given to a child. *(See forms in Appendix A.)*

Assisting children with long-term or complex medical needs

Where there are long-term medical needs for a child, a Health Care Plan should be completed, involving both parents and relevant health professionals.

A Health Care Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician.

The school will agree with parents how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently.

The school will judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a pupil's age and need to take personal responsibility.

Developing a Health Care Plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual child.

In addition to input from the school health service, the child's GP or other health care professionals depending on the level of support the child needs, those who may need to contribute to a health care pro forma include the:

- Headteacher or head of setting
- Parent or carer
- Child (if appropriate)
- Early Years Practitioner/Class Teacher
- Care assistant or support staff
- Staff who are trained to administer medicines
- Staff who are trained in emergency procedures

The school/setting will consult the DCFS publication '*Managing Medicines in Schools and Early Years Settings*' when dealing with the needs of children with the following common conditions:

- Asthma
- Epilepsy
- Diabetes
- Anaphylaxis

Policy on children carrying and taking their prescribed medicines themselves

An example of this would be a child with asthma using an inhaler.

It is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines.

There is no set age when a child or young person can take responsibility for their own medication. This needs to be a joint decision between school, parents/carers and the pupil.

Where pupils have been prescribed controlled drugs, these must be kept in safe custody. Pupils could access them for self-medication if it has been agreed that this was appropriate.

Staff support and training in dealing with medical needs

The school will ensure that staff receive proper support and training where necessary, in line with the contractual duty on Headteachers to ensure that their staff receive the training. The Headteacher will agree when and how such training takes place, in their capacity as a line manager. The Headteacher will make sure that all staff and parents are aware of the policy and procedures for dealing with medical needs.

Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.

The child's parents and health professionals should provide the information specified above.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

Back up cover should be arranged for when the member of staff responsible is absent or unavailable.

At different times of the day other staff, such as lunchtime supervisors, may be responsible for children. They will also be provided with training and advice.

The school will ensure that there are sufficient members of support staff who manage medicines as part of their duties. This includes the specification of such duties in their job description and participation in appropriate training.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance. They will also be

made aware of possible side effects of the medicines, and what to do if they occur. The type of training necessary will depend on the individual case.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.

Record keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, the school will make sure that this information is the same as that provided by the prescriber. Any change in prescription should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.

The school will use Form 3A to record short-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer.

The school will use Form 3B to record long-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer.

It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school. It is not the school's responsibility.

Form 4 should be used to confirm, with the parents, that a member of staff will administer medicine to their child.

All early years settings **must** keep written records of all medicines administered to children.

Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Stillington Community Primary School will keep a logbook of medicines given.

Safe storage of medicines

The school will only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.

Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Where a child needs two or more prescribed medicines, each will be in a separate container.

Non-healthcare staff will never transfer medicines from their original containers.

Children will be informed where their own medicines are stored and who holds the key.

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.

Schools may allow children to carry their own inhalers. This school will do so.

Other non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. They will be kept in a refrigerator clearly labelled. There will be restricted access to a refrigerator holding medicines.

Access to Medicines - Children need to have immediate access to their medicines when required. The school will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed. This will be considered as part of the policy about children carrying their own medicines.

Disposal of Medicines

The school will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Parents should also collect medicines held at the end of each term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged with the Local Authority.

11. Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures

Staff will have access to protective disposable gloves and will take care when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment.

Access to the school/setting's emergency procedures

As part of general risk management processes the school will have arrangements in place for dealing with emergency situations. This is part of the school's first aid policy and provision

Other children should know what to do in the event of an emergency, such as telling a member of staff.

All staff should know how to call the emergency services.

All staff should also know who is responsible for carrying out emergency procedures in the event of need.

A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.

Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

In remote areas a school might wish to make arrangements with a local health professional for emergency cover.

The national standards require early years settings to ensure that contingency arrangements are in place to cover such emergencies.

Individual Health Care Plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency. Those with responsibility at different times of day (e.g. lunchtime supervisor) will need to be very clear of their role.

Risk assessment and management procedures

This policy will operate within the context of the school's Health and Safety Policy.

The school will ensure that risks to the health of others are properly controlled.

The school will provide, where necessary, individual risk assessments for pupils or groups with medical needs.

The school will be aware of the health and safety issues relating to dangerous substances and infection.

Policy approved by Governing Board date: March 2019

Review date: March 2021

ANNEX:

FORMS

- Form 1:** Contacting Emergency Services
- Form 2:** Health Care Plan
- Form 3A:** Parental agreement for school/setting to administer medicine
- Form 3B:** Parental agreement for school/setting to administer medicine
- Form 4:** Headteacher/Head of setting agreement to administer medicine
- Form 5:** Record of medicine administered to an individual child
- Form 6:** Record of medicines administered to all children
- Form 7:** Request for child to carry his/her own medicine
- Form 8:** Staff training record – administration of medicines

All forms set out below are examples that schools and settings may wish to use or adapt according to their particular policies on administering medicines.

FORM 1

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows
[insert school setting address]
3. State that the postcode is
4. Give exact location in the school/setting
[insert brief description]
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

FORM 2

Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

/ /
/ /
/ /

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

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

Follow up care

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

Form copied to

FORM 3A

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school	Stillington Community Primary School
Name of child	
Date of birth	/ /
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	[name of member of staff]
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The class teacher

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date Signature(s)

FORM 3B

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school/setting	Stillington Community Primary School
Date	/ /
Child's name	
Class	
Name and strength of medicine	
Expiry date	/ /
How much to give (<i>i.e. dose to be given</i>)	
When to be given	
Any other instructions	
Number of tablets/quantities to be given to school	

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

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Stillington Primary School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print name _____

Date _____

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

FORM 4

Headteacher agreement to administer medicine

Name of school

Stillington Community Primary School

It is agreed that [name of child] will receive [quantity and name of medicine] every day at [time medicine to be administered e.g. lunchtime or afternoon break].

[Name of child] will be given/supervised whilst he/she takes their medication by [name of member of staff].

This arrangement will continue until [either end date of course of medicine or until instructed by parents].

Date _____

Signed _____
(The Head teacher / named member of staff)

FORM 5

Record of medicine administered to an individual child

Name of school	Stillington Community Primary School
Name of child	
Date medicine provided by parent	/ /
Class	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
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Time given

Dose given

Name of member of staff

Staff initials

FORM 6

Record of medicines administered to all children

Name of school:

Stillington Community Primary School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name
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FORM 7

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Name of school	Stillington Community Primary School
Child's name	
Class	
Address	
Name of medicine	
Procedures to be taken in an emergency	
Contact Information	
Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Date _____

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

FORM 8

Staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	/ /
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [please state how often].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____