Melrose Education
SCHOOL

Medication Policy

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Contents

Legislation
This policy is written with consideration to:

- Children and Families Act 2014 (Section 100) which places a duty on schools to make arrangements to support pupils with medical conditions.
- Supporting Pupils at School with Medical Conditions (DfE Statutory Guidance, 2015).
- Equality Act 2010 regarding reasonable adjustments for disabled pupils with medical conditions.
- SEND Code of Practice (2015) where medical needs intersect with EHCPs and SEND support.
- Health and Safety at Work etc. Act 1974 and associated risk assessment duties.
- UK GDPR and Data Protection Act 2018 relating to storage and sharing of medical information.

This document is intended to provide Melrose Education and its schools with the relevant information on managing medications and learners with long term health and medical conditions in line with the DfE's guidance on supporting learners in school.

This document provides crucial information and should be read by all staff as part of their induction.

Introduction
It is our duty to ensure appropriate and safe arrangements are in place to support learners who either require the administration of a medication whilst in school; or who have a documented medical condition requiring management when in school.
Those learners with a long-term medical condition may require ongoing support, monitoring, or intervention in emergency circumstances.

Some learners with a medical condition may be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement of Education, Health, and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For learners with SEN this policy should be read in conjunction with the special educational needs and disability (SEND) code of practice. An Individual Healthcare Plan (IHCP) will normally be developed for learners whose medical condition requires ongoing support. An EHCP may also contain relevant medical information where the learner has identified SEND, but an EHCP is not required for medical support arrangements.

Definition
Administering medication*: providing the learner with a substance prescribed intended for the treatment, or prevention of a medical illness or condition.*

It is standard practice for schools to request learners' medical information and updates regularly; the onus is on parents to provide relevant and adequate information to schools.

Medication will only be administered by schools when it would be detrimental to a learner's health or school attendance not to do so.

A documented record of all medication administered (both prescribed and non-prescribed) should be kept.

No learner under sixteen should be given any medication without their parent's written consent, except in exceptional circumstances.

Learners with an Education and Healthcare Plan (EHCP) should have these reviewed termly and annually or sooner if the learner's needs have changed in the interim. The EHCP will note the medication requirements (dose, side effects and storage).

Our schools ensure robust processes are in place to keep staff informed and updated as to the relevant information regarding individual learner's medical needs (triggers, risks, emergency actions etc.).

Templates for consent forms and administration records form part of this policy (see Appendices).

Aims

This policy aims to:

- ensure that all learners with medical conditions or who require medications during the school day are safely and correctly supported.
- extend supporting both learner's physical and mental health, thus, enabling them to maximize their academic potential.
- ensure both parents of a learner with a medical condition and the learner themselves, feel fully and safely supported; by ensuring good communication processes are in place with parents and learners re the ongoing monitoring and support required.
- identify and report to the parents any deterioration in a learner's condition whilst in school that may lead to increased absences from school, thereby having a detrimental effect on the learner's access to education.
- ensure where the learner has an identified EHC plan, that good communication processes are in place with the relevant health professionals associated with the EHCP.

Roles and Responsibilities.

It is the responsibility of everyone who is accountable for the learner's health care and or medication needs to read this policy.

It is the responsibility of the principal to ensure that any other training requirements noted on an EHCP is organised for the nominated staff, i.e., EpiPen, administration of ADHD prescriptions, asthma medication, or emergency medication for seizure disorder.

A record of the training undertaken will always be kept (on the school's training matrix) and available for inspection. It is the responsibility of the individual school's management team and the individuals who support learners to take responsibility for ensuring their training is always within date.

It is the responsibility of the principal and those individuals responsible for supporting learners, to ensure they are fully aware of the learner's medical conditions or medication needs.

Cover arrangements must always be in place, thereby ensuring someone is always available to support the learners.

It is the responsibility of the senior management team to ensure written consent is obtained from the learner's parent or those who are deemed to have legal parental rights. This consent must extend to the administration of non-prescribed drugs i.e., Paracetamol.

It is the responsibility of the principal to ensure robust communication processes are in place with school staff, health professionals and social care authorities maximizing the support given to learners with a health or medical condition. Every effort should be put in place to accommodate a learner with medical needs, hence the importance of an effective communication process.

It is the responsibility of the principal to clearly identify any risks that may affect the learner's access to education and work with the appropriate healthcare professional to seek solutions.

It is the responsibility of the principal to ensure only those members of staff who have completed the designated training are allowed to administer medications. They should undertake all relevant update training every two years, or as otherwise indicated.

Under no circumstances should an untrained member of staff administer any medication.

Insurance

In accordance with this policy, those undertaking the care of learners with a medical condition or medication requirement will be covered by Melrose Education's /the school's insurance policy.

A first aid certificate does not constitute appropriate training in supporting learners with medical conditions.

Training
Routine administration of medication should only be undertaken by appropriately trained staff. In an emergency, staff should act in accordance with their duty of care, emergency protocols and any Individual Healthcare Plan.

Storage
- All drugs/medications will be always stored in a secure locked cupboard and keys to be kept locked away when not in use.
- All those responsible for the administration of medications should always know where the keys to medication cupboard are kept.
- The cupboard should be checked at the end of each term and medication no longer required should be returned or disposed of safely.
- Any expired drugs should be returned to parent or disposed of safely.
- Those drugs/medications which may require urgent access and administration, such as EpiPens, Asthma inhalers as good practice will be kept with the learners. Spares where appropriate will be stored within the medicine's storage cupboard.
- Drugs that require storage in a fridge should be stored in accordance with the manufacturer's instruction. The fridge should be in a secure location which cannot be accessed by the learners directly.

Administration
Under good practice, only prescribed drugs should be administered within the school day. However, with the permission of the principal, schools will allow, where required, learners to receive Paracetamol only with the written consent of the parents (see guidance below). This consent must be renewed on an annual basis and copy of the consent stored with the recording log.
All medication must be in its original container either as prescribed or bought over the counter. No decanted medication may be given.

Those administering medication should ensure that medication being administered is being given to the:
a) right learner.
b) right time.
c) right date.
d) right dose in accordance with the prescription. Expiry date check.
e) right route i.e., orally. Topically, or eye drops or by EpiPen.
f) final check the medication has been swallowed.

If there is any doubt, then the person administering the medication should check with another trained colleague or seek the advice of the parent.

Controlled drugs will be stored securely and administered in accordance with prescriber instructions. A separate controlled drug record should be maintained.

It is important that staff administering medication understand the significance of dose timings. How to use eye drops, patches, inhalers, creams etc. Where additional training is required, the principal will seek to organise the appropriate courses. All staff should have a basic understanding of dosage instructions, and basic hygiene when administering medicines, and this will be included in the designated training.

Administration of non-prescription drugs such as Paracetamol may only administered with the written consent of the parent.

To ensure doses are appropriately spaced (i.e., at least four hours apart, no Paracetamol will be administered to a learner, prior to 4 hours after the start of the school day, unless it has been demonstrated in writing by the parent that no medication was administered on that morning.

The learner should **not be given a second dose within the school day without the permission of the parent or unless it is prescribed.**

Monitoring of the individual requests from learners for paracetamol should be undertaken, and, where deemed to be frequent, further discussions should take place with the parent. A recommendation to seek medical advice should be given.

Recording
All medications either prescription or non-prescription, must be recorded and kept in the record log stored within the school. For prescribed drugs/medication, an individual recording log should be maintained. See appendices.

Non-prescription Paracetamol will be recorded on a generic log. Those administering must always ensure a date and time is recorded. See appendices.

Disposal
Drugs no longer in use should be returned to parent or disposed of in an appropriate manner. Medication returned by parents should not be disposed of in general waste. Expired or unwanted medication should be returned to a pharmacy wherever practicable.

Self-Administration
Melrose Education and its subsidiaries has a policy that learners do not carry drugs into the classrooms.

However, where learners have a medical condition such as Asthma, Allergies and diabetes that requires them to carry their medication with them to self-administer, a health care plan should be in place. The Health Care Plan must include all the triggers, symptoms, actions required and details of prescribed drugs.

In line with the recording of medications administered prior doses should be recorded. It may not be possible to know if a learner has used their inhalers, but where the symptoms are not responding to medication, then the staff member must refer to healthcare plan and take the designated action.

Asthma
All staff must be aware of what to do in the event a learner suffers an asthma attack, and how to minimise the risk of this occurring. Please refer to the Asthma Policy.

Non-Prescription Medicines.
As noted above the only non-prescription drug given in our schools is Paracetamol. No other drug may be administered.

Recording of Medications Administered.
The recording of medications administered offers protection and reassurance to staff and learners and therefore forms a crucial part of the process.

- All medications administered during the day must be recorded on the individual log that forms part of the learner's IHCP or generic log where there is not an IHCP in place.
- The member of staff should only administer the medication in accordance with the prescriber's instruction.
- The record should include the learner's name, dose given, how it was given i.e., orally, it be timed, dated, and must be signed together with a printed name.
- Any side effects noted should be recorded and reported to the parent.

Medication Errors
If a medication error occurs, this must be reported immediately to the principal and recorded. The parent must also be informed immediately and where indicated medical advice sought as to next steps and actions required. The principal will undertake a fact-finding investigation into the error, so lessons may be learnt, and actions initiated. This may take the form of re-training a member of staff or other appropriate action.

Reporting of Refusal, Side Effects and Errors
All refusals by learners to take their medication must be recorded in the log and reported to the parent. The same applies to side effects and errors.

Individual Healthcare Plans
For those learners with a long-term health or medical condition, which requires ongoing support within school, an Individual Healthcare Plan must be implemented. These plans should be developed with the learner's best interest in mind, ensuring the school assesses and manages the risk to the learner's education, health and social wellbeing and minimises any potential impact on this.

Education and Healthcare Plans are crucial in the management of conditions, such as anaphylaxis, Asthma, diabetes, Seizure disorder, and the management of ADHD where medication forms an integral part of their management.

An EHCP brings clarity to the learner's needs and serves to assist the school effectively in supporting the learner's needs. EHCPs should be easily accessible to those who need to refer to them, but it is important to also preserve the confidentiality of the learner. EHCPs should be drawn up in partnership with the parent, healthcare professionals, and school, where appropriate.

The EHCP should be reviewed annually or more frequently if the learner's condition or medical needs change. The EHCP will be generated as part of the learner's statement of special education needs as noted in the SEND documents.

Medication Audits
Medication records and storage arrangements will be audited termly by the Principal or delegated senior leader.

Emergency Medication
Where appropriate, schools may maintain an emergency salbutamol inhaler and Adrenaline Auto-injectors (AAIs) for anaphylaxis in accordance with Department of Health guidance.

Data Protection
Medical information will be processed in accordance with UK GDPR and the Data Protection Act 2018. Information will only be shared on a need-to-know basis to safeguard the learner.

Unacceptable Practice
Schools must not do any of the following:
- Preventing access to prescribed medication.
- Sending a child home unnecessarily.
- Excluding learners from activities because of medical conditions.
- Ignoring IHCP requirements.

Staff who fail to adhere to the above may be subject to disciplinary action.