



# Mill Water School

Preparation for *their* best future

## **POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE**

**March 2022**

Mill Water School wishes to ensure that pupils with medical needs receive proper care and support. Pupils with medical conditions should have full access to education, including trips and PE. The Governing Body will ensure that staff are supported, trained and competent before they take on the responsibility of supporting pupils with medical conditions.

The school's insurance will cover liability relating to the administration of medication.

Mill Water School Nurse will be responsible for ensuring the following:

- Procedures are in place when notification is received that a pupil who has a medical condition will be attending (including transitional arrangements between schools, re-integration or when pupils' needs change, arrangements for staff training or support)
- The SLT member responsible for admissions will involve the School Nurse in the consultation process to determine how the child's health needs are to be met should the pupil be placed at the school
- Procedures are in place to be followed when a pupil moves to the school mid-term or when a pupil has a new diagnosis
- Pupils over 18 years of age are under the care of the adult health care services. Their Health Care Plans for school should be assessed/planned/reviewed by school, adult services and the pupil and their family.

The above procedures will be monitored and reviewed by the School Nurse and the SEND Assistant.

Where identified as being necessary, Care Plans will be developed between healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The Care Plan will include:

- The pupil's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues. The care plan will be reviewed annually or more often, as required.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional.
- Cover arrangements and who in the school needs to be aware of the pupil's condition and the support required, including supply staff.

## **Training**

Administering medication is voluntary and not mandatory for members of staff.

Named members of staff will receive appropriate training to administer/supervise routine medication. Competency will be achieved through attending theory training delivered annually by the School Nurse, followed by an observation of medication administration. Staff will adhere to the "6 rights" at all times; this is outlined in the training.

Members of staff will understand the procedures involved should a child refuse medication.

Staff will be given education on specific medical conditions and any other areas of need.

Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the School Nurse.

Members of staff who are not trained Medication Givers understand they are not permitted to administer any routine medications.

## **Off site**

The School Nurse will ensure arrangements or procedures for school trips or other school activities outside the normal timetable will be in place. This could include a risk assessment to ensure medication can continue to be given off site by appropriately trained staff.

## **The Administration of Medicine**

The Head teacher will accept responsibility in principle for members of school staff giving or supervising a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.

The staff of Mill Water School will ensure that young people with medical needs will receive proper care and support at school.

The Special School Nurse will ensure:

- Procedures are in place in the event of the pupil refusing to take medicine or carry out a necessary procedure.
- Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable.

Any parent/carer requesting the administration of medication will be given a copy of this policy on request. A copy of this policy will also be made available on the school website.

Prior parental consent is required before any medication can be administered; this can be gained in the first instance via a telephone call and recorded on CPOMS, but written consent must be gained as soon as possible by way of a medication consent form being filled out. The consent form can also be downloaded from the school website.

Only reasonable quantities of medication will be accepted.

Each item of medication should be delivered in its original dispensed container/packaging and handed directly to a member of staff. This member of staff will inform the class teacher and store the medication appropriately in the class medicine cabinet/locked fridge. If the medication

is new or does not look as expected, the School Nurse will be informed immediately and, in their absence, the SEND Assistant will be notified.

Some pupils need rescue medication to travel with them to school and back each day. When medication is handed over to school staff by the escort in the morning, the Mill Water member of staff will sign DCC Transport paperwork to confirm the safe transfer of medication to school. The reverse process happens at home time, with the escort signing to confirm safe receipt of the medication.

Members of staff are also required to sign in and out any medications that enter or leave their medicine cabinet or the medical fridge. This includes for trips off site and when empty medication containers are sent home. These are Mill Water documents and are found in the pigeon holes at reception.

The school will not accept items of medication which are in unlabelled containers or not in their original container.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.

Each item of medication should be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

Unless otherwise indicated, all medication to be administered in school will be kept in locked medicine cabinets close to classroom areas throughout the school.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them.

Prescribed medication will be accepted and administered in the school.

## **Emergency Medications**

Some pupils at Mill Water School require emergency medication. As this medication is required urgently, members of staff are not required to be a 'Medication Giver' to administer emergency medicines.

Some members of staff will receive training in administering emergency medication, including but not limited to: Epi Pens, Glucogel, inhalers and Midazolam. Members of staff will attend the specific training session which is provided by the School Nurse and on completion of any relevant competency documents will be able to administer that emergency medicine.

## **Non prescribed Medication**

Non-prescription medication will not be accepted and administered, with two exceptions:

- Topical creams such as Sudocrem or Aveeno; this will be agreed at the discretion of the School Nurse.
- Paracetamol - in an appropriate form for the pupil.

Any other non-prescribed medication may be accepted and administered on the confirmation of a health professional, but always at the discretion of the School Nurse.

## **Arrangements for giving non-prescribed paracetamol**

If a child has a temperature of 37.8°C or above whilst at school, they will need to be collected. Paracetamol, if available for the individual child, may be given whilst they await collection. Please see sickness guidance for more information on when a child may need collecting from school.

Pupils at Mill Water School may have paracetamol administered for pain relief purposes. In order to receive paracetamol, pupils must have their own named paracetamol in an appropriate form eg in suspension, melts, suppositories or tablets.

If a pupil is deemed to be in need of pain relief, the School Nurse or SEND Assistant must be consulted. If they are both absent, a trained Medication Giver should be consulted. The School Nurse, SEND Assistant or Medication Giver will:

1. Phone parents to:
  - a. Explain the circumstances and confirm that parents are happy for paracetamol to be administered
  - b. Check that there has been no previous dose
  - c. Confirm the time of the dose to be given
2. Administer the paracetamol as per instructions on the DCC Meds admin form, via the appropriate route for that pupil.
3. Record the administration of the paracetamol on the pupil's form, and in their home school book.
4. Ensure that class staff are aware of the situation and can monitor the pupil's wellbeing.

**Paracetamol will not be given if parents cannot be contacted.**