



BHES

Managing Medicines in School Policy

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer or guardian.

HISTORY OF POLICY CHANGES

| Date | Page | Details of Change |
|-------------|-------------|--|
| April 2022 | All | Removal of Meriton logo Reformatted |
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1. Policy Statement

BHES aims to ensure that all students with medical conditions or illnesses, both physical and mental health, are properly supported. We recognise that some children may require on-going support, medicines or care to keep themselves well while others will only require support or medicines for a specific time frame and will ensure that children receive the appropriate care as advised by healthcare professionals. All members of staff have a duty to maintain professional standards of care and to ensure that our students are safe. There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However designated staff carry this out.

BHES has clear guidance on providing care and support and administering medication.

- BHES understands the importance of medication being taken and care received whilst the child is on medication.
- BHES's Management Committee has made sure that there is the appropriate level of insurance and liability cover in place.
- BHES will not give prescription medication to a student without a signed and completed Parental agreement for administering medicines form.
- BHES will not give non-prescription medication to a student under 16 without a phone call to the parent or carer to gain verbal consent.
- When administering medication two staff members will be present, school staff will check the dosage and when the previous dose was given. This will only be carried out by designated staff and a log will be kept.
- BHES will not give a student aspirin or ibuprofen unless prescribed by a doctor.
- BHES will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at BHES understand that they should let the school know immediately if their child's needs change and are responsible for checking any expiry dates on medicines and inhalers.

- Parents are aware that their children must not carry any medicines with them to school for self-administration unless prior permission has been sought from the school.
- If responsible enough the students may carry an inhaler or an EpiPen as required.

BHES ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

BHES is committed to providing a physical environment accessible to students with medical conditions and pupils are consulted to ensure this accessibility. BHES is also committed to an accessible physical environment for out-of-school activities.

BHES makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

BHES understands the importance of students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils.

BHES understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

BHES makes sure that students have the appropriate medication/equipment/food with them during physical activity.

BHES makes sure that a risk assessment is carried out before any out-of-school visit. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

BHES reviews all medical emergencies and incidents and any changes to the school policy will be made if necessary.

2. Short-term medical needs

All short-term prescribed medication needs to be brought to the school office and a medication form completed by a parent.

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Only accept medicines which are essential; that is, where it would be detrimental to their child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (e.g. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- Medication will be stored in the locked medicine cupboard in the office.
- Controlled drugs will be stored securely in the office, but accessible, with only named staff having access to obtain the medication.
- Staff at BHES can administer a controlled drug to a student once they have had training.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a student on off-site visits.

3. Long-term medical needs

All long-term medical needs should be supported by a Care Plan, any medication needs to be brought to the school office and a medication form completed by a parent.

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Only accept medicines which are essential; that is, where it would be detrimental to the student's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (e.g. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- Care plans are regularly reviewed, at least every year or whenever the student's needs change.
- BHES staff are made aware of and have access to the care plan for the students in their care (stored securely on CPOMS).
- BHES keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

- BHES makes sure that all staff providing support to a student have received suitable training, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's care plan.
- Medication will be stored in the office.
- BHES will keep controlled drugs stored securely in the office, but accessible, with only named staff having access to obtain the medication.
- Staff at BHES can administer a controlled drug to a pupil once they have had appropriate training.
- BHES disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a student on off-site visits.

4. Asthma and the use of inhalers

All students who have inhalers will keep them with them at all times.

If for any reason it is deemed necessary BHES has a student's inhaler instead the key inclusion worker with the class will keep the inhaler on their person. Inhalers in these cases would still need to be checked in at the office.

The office staff will:

- Only accept inhalers if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Never make changes to written dosages based on parental instructions.
- BHES will request asthma plans accompany all inhalers.
- Students will take all inhalers with them on any school trips/off site activities.

Appendix 1: Individual Care plan Template – if not provided by Health Care professional

| | |
|--------------------------------|------------------------------------|
| Setting | Bristol Hospital Education Service |
| Name | |
| Class group | |
| Date of birth | |
| Address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | |

Family Contact Information

| | |
|-----------------------|--|
| Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| Name | |
| Relationship to child | |
| 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, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

| |
|--|
| |
|--|

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2: Parental agreement for medicines

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

| | |
|------------------------------|--|
| Name of school/setting | |
| Name of child | |
| Date of birth | |
| Group/class/form | |
| Medical condition or illness | |

Medicine

| | |
|---|--|
| Name/type of medicine <i>(as described on the container)</i> | |
| Expiry date | |
| Dosage and method | |
| Timing | |
| Special precautions/other instructions | |
| Are there any side effects that the school/setting needs to know about? | |
| Self-administration – y/n | |
| Procedures to take in an emergency | |

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

Contact Details

| | |
|---|--------------------------|
| Name | |
| Daytime telephone no. | |
| Relationship to child | |
| Address | |
| I understand that I must deliver the medicine personally to | [agreed member of staff] |

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

Signature(s) _____

Date _____

Appendix 4: Record of medicine administered

| | |
|----------------------------------|------------------------------------|
| Setting | Bristol Hospital Education Service |
| Student | |
| Date medicine provided by parent | |
| Group/class/form | |
| Quantity received | |
| Name and strength of medicine | |
| Expiry date | |
| Quantity returned | |
| Dose and frequency of medicine | |

I agree the above information is correct.

Staff signature _____

Print name _____

I agree the above information is correct and will immediately inform Bristol Hospital Education service of any changes.

Parent signature _____

Print name _____

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

| | | | |
|--|-------------|--------------------------------|-----------------|
| Date: | Time given: | Dose given: | # tablets left: |
| Name of staff member giving medication | | Name of staff member observing | |
| PRINT | | PRINT | |
| SIGNATURE | | SIGNATURE | |

