



Green Fold School

Policy for Supporting
Pupils with Health Care
Needs in School
- including the
Administration of
Medication

Written: June 2015

Reviewed: March 2017

Due for Review: March 2018

(dynamic review will be operated to amend the policy where required)

Introduction

This policy has been written with reference to the Department for Education (DfE) document 'Supporting Pupils at School with Medical Conditions (September 2014)'.

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. It states that:

'Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children.'

This policy aims to ensure that all pupils at Green Fold School are able to access their education in a supportive environment which is sensitive to any medical needs as well as providing them access to a broad and balanced, relevant and meaningful curriculum and opportunities that will enhance their education. It identifies the roles and responsibilities of school, parents and pupils and promotes effective communication and co-operation between home and school in order to achieve this.

At Green Fold some pupils are dealing with long-term and/or complex medical needs. As well as this pupils may also suffer from short-term illnesses or medical conditions. It is the school's aim to ensure that pupils at school with medical conditions are properly supported so that they have full access to education to the curriculum and school life, including school trips. In order to be as effective as we can in supporting pupils with medical conditions we will consult health and social care professionals, pupils and parents.

We will work in collaboration with parents, pupils, local authorities, health professionals and other support services to ensure that pupils are able to attend school and have as full an access to the opportunities and curriculum the school offers as possible.

This policy will also include details of how staff are trained to administer medication and the records kept of this, as well as the records kept for administering medication and the procedures that staff should follow in order to do this effectively and safely.

It is important to us at Green Fold that parents feel confident in sending their child to school in the knowledge that we will provide effective support for their child's medical condition and also that pupils themselves feel safe. It is recognised that pupils' medical needs can change over time and often this is unpredictable. On occasion this can result in extended periods of absence from school. If this should happen parental confidence in the school is again an important area to consider, especially at the time when the pupil returns to school. On-going dialogue between home, school and any medical professionals should be continuous in order that parents feel completely confident in the school's ability to support their child.

Transition is an important time for pupils and families and should be seen as an essential period of time when we are able to gather information about new pupils coming into the school and a time for passing information on to a pupil's next provision when they leave us at the end of Year 6.

Due to the nature of the pupils at Green Fold, any member of staff can be asked to provide support to pupils with medical conditions, including the administering of medicines.

Aims

The aim of the school is to ensure that pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. This will be done by:

- Ensuring that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life
- Identifying the roles and responsibilities of parents, carers, staff and pupils

- Identifying how pupils with short-term, long-term or complex medical needs will be supported
- Establishing written agreements prior to any medication being given
- Identifying situations and establishing procedures for pupils to be involved in administering their own medication, where appropriate and agreed
- Establishing efficient and effective record keeping systems
- Establishing and communicating arrangements for the access, storage and disposal of medication
- Establishing and communicating emergency procedures
- Identifying the training needs of staff in supporting pupils with medical needs
- Establishing and making available systems for parents to provide the school with up-to-date information about their child's medical needs
- Establishing procedures for receiving medications into school
- Establishing procedures for observing and reporting any pupil whose health appears to be deteriorating

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. It is expected that we will work co-operatively with other agencies. At Green Fold this will take the form of working in partnership with school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils. These partnerships will be utilised where appropriate to ensure pupils with medical conditions are supported well and have access to the curriculum and opportunities offered by the school. Named health professionals (i.e. the School Nurse, Physiotherapist, Occupational Therapist and Speech and Language Therapist) work with pupils in school and provide vital information about the pupils they work with. The Physiotherapist, Occupational Therapist and Speech and Language Therapist work with pupils in school but provide the school with the programs they are following with pupils and some training to allow us to continue their work at other times during the school week. The School Nurse is available for advice regarding a pupil's condition and medication. Other health professionals, i.e. paediatricians, podiatrists, chiropodists, etc., work in school periodically to ensure pupils conditions are managed well.

From June 2015, a staff member will be seconded to the role of Education Healthcare Officer. This person will play a key role in monitoring the safe administration of medicines, supplies of medicine, record keeping and liaising with parents over regular medications.

Advice has been sought by health professionals when completing this policy to ensure that it includes all information required by staff to carry out their duties regarding pupils with medical conditions.

The school has a positive working relationship with the Social Care professionals who work with pupils and their families.

Staff Training and Support

Any member of staff providing support to pupils with medical conditions will receive training to do so. Training is given to ensure that staff are competent and confident to support pupils with medical conditions. Staff will be required to attend Level 2 Medicines training (organised through the School Nurse) before they are trained to administer medications. **Staff must not administer medications to pupils unless they have received the appropriate training.** A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Anyone holding a first aid certificate **MUST** undergo the appropriate training for supporting pupils with medical needs.

Once the Level 2 training has taken place the School Nurse will assess individuals in their ability to administer medications. This involves assessing the staff member's competency in following the process of administering medication against a list of criteria. Once the School Nurse is satisfied that the member of staff is capable of carrying out this duty they will be signed off as competent. Annual refresher training and termly checks that staff are administering medication correctly will be carried out by the school nurse.

It is the school's intention that from September 2015 all staff will receive Level 2 training and be competent to administer basic medications. In addition, relevant staff will receive Level 3 training to ensure that there are sufficient staff to administer medications in the event of staff absence.

Level 3 training is required where pupils have a specific medical requirement, i.e. administering insulin, gastrostomy administration, rescue medication, using suction, tracheostomy care, colostomy care, jejunostomy care etc. This training will take place with identified individuals and will be either delivered by the School Nurse or by another health professional who holds expertise in the specific requirement.

Any trained member of staff is able to administer medications. Realistically it is generally the Teaching Assistants who administer medications. Selected staff (including TA2s, TA3s, TA4s, teachers and the Senior Leadership Team) have completed the Level 2 Administration of Medication training. This training is required for any member of staff who will go on to train to administer medications.

It is understood that staff will feel that the administration of medication is a responsible role for any adult in school and that is as it should be. However, it should also be recognised that staff are well trained and have back up in the form of the administration 'partner' or 'second', as well as the SLT and Headteacher and the school nurse. Day to day decisions about the administration of medication and the carrying out of health care procedures and treatment is the responsibility of the Head of School. If any member of staff has any concerns about the administration of medications they should see the Head of School immediately.

Only staff who are trained to administer medications are able to do so. Some medications, such as insulin, need specialised training and staff will be trained to administer specific medications according to the pupils they work closely with. Consideration will be given to how many staff are trained to cover the eventuality of staff absence.

Some medications, such as antibiotics, pain relief, regular medications given in tablet or suspension form orally, can be administered by any trained member of staff. If pupils receive their medications through a gastrostomy tube then further gastrostomy training will be required.

If a member of staff wishes to be considered for administering medication then appropriate support and training will be arranged where necessary.

The school has a defibrillator on site and some staff have received training in its use.

Transition

Pupils are identified as having a place at Green Fold during the previous academic year. Pupils at COG Blue Room, Susan Isaacs nursery, mainstream nurseries, private nurseries and some mainstream schools feed into Green Fold. We also receive pupils part way through the school year.

Where any incoming pupil is identified as having a place at Green Fold a meeting should be convened between the lead professionals in the schools to discuss the pupil's needs. For pupils joining the school mid-year this should happen in preparation for the pupil joining Green Fold. If it is identified that individual pupils have complex needs and/or a long-term medical condition, then a professionals meeting should be organised to ensure a comprehensive transition of relevant information is shared with Green Fold to ensure that we are able to support the individual's needs effectively. Discussion with parents is also vital to ensure that they are fully confident that we are able to meet their child's needs and support them in school appropriately and knowledgeably.

It is vital that information be shared with all relevant staff and, where possible, they will be involved in the meetings around the pupil. Teachers who have pupils with additional medical needs in their class will be informed in detail and discussions will take place about the day to day implications of the condition and what procedures are in place in school.

School Attendance

In order to reduce the impact of short-term and frequent absences, including those for appointments connected with a pupil's medical condition, on the child's educational attainment and emotional and general wellbeing, consideration will be given to how the school can further support the pupil. This will be done in consultation with parents.

If a pupil has any long term absences due to health problems it is recognised that this may affect their educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be discussed with parents and properly supported so that pupils are able to return to school feeling confident and safe in their school environment.

It may be necessary to consider additional support for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Long Term Medical Needs

The school should be fully informed of any pupils who have long-term and/or complex medical conditions. This will be part of the school's transition procedures (please see the 'Transition' section of this policy). With sufficient information the pupil's needs can be met.

If at any time the pupil's medical condition changes then it is parent's responsibility to contact school to ensure continued care and support can be given at school. If there is a concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Headteacher will seek advice from relevant professionals. This may include the school nurse, Continuing Care Service, specialist nurse and/or the pupil's GP or consultant.

Short Term Medical Needs

Just as with long-term and complex medical conditions, some pupils may contract a medical condition or suffer with a short-term medical condition. Again, in these instances it is crucial that we receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils. Any contracted medical condition will be treated in the same way as a long-term and/or complex medical condition (please see 'Long Term Medical Needs').

On occasion pupils may become ill with an acute illness, such as a cold, cough, chest infection, chicken pox, etc. On occasions such as this pupils should be kept at home if they are not well enough to be in school.

Medication

Pupils with short or long-term and/or complex medical condition may be on some form of medication regime. If a pupil is suffering with an acute illness and a parent feels that the pupil is well enough to be in school but requires medication, i.e. antibiotics, then the following points must be considered:

- Staff **will not** be able administer medication which is not prescribed by a doctor
- Parents/carers should request that their doctor prescribes medication to fit around the school day whenever possible to avoid medication being brought into school
- All medication must be brought to school by the parent/carer. This is to ensure all involved in the acceptance and administration of medications, as well as pupils and other staff, are kept safe. Parents should not send any medications in on the school bus.
- The Head of School /Senior Leadership Team / Education Health Officer or trained staff **only** can accept medication into school. These are:

Headteacher	Andrew Feeley
Head of School	Gary Anders
Education Health Officer	Ann Ackland
Assistant Headteachers	Wendy Parsons

- Parents/carers must provide adequate information regarding the child's condition and medication required to treat the condition
- Parents must inform the school when the medication is discontinued, the dosage changed, or medication changed. This will be done through the Consent Form in conjunction with the prescription sticker on the outside of the medication's container
- Medication will not be accepted in school without a Consent Form
- Medications will only be accepted in school in original containers. Each container must be clearly labelled with the prescription label stating:
 - *Pupil's name*
 - *Name of medicine*
 - *Dosage, timing and frequency*
 - *Method of administration*
 - *Date of dispensing*
 - *Storage requirements if crucial to effectiveness of medication*
 - *Expiry date*
- Only reasonable quantities of medicine should be sent to school at any one time. A maximum of four weeks is considered reasonable unless otherwise authorised by the Headteacher.
- Medicines will be stored securely and in accordance with conditions required to ensure that they are kept in good condition, e.g. some medicines will need to be refrigerated.
- Pupils using asthma inhalers, labelled clearly with their name, will have ready access in school and on off site visits.
- Staff will be informed of the location and method of access to the medication in case of an emergency.
- Staff will follow protocols for access and administration of medication, including record keeping and disposal.
- When delivering medication to school parents/carers will be expected to complete a new consent form for new medications or if there are any changes to dosage or strength of regular medications. This is to ensure that the school has the most up to date information as it is recognised that as pupils grow and develop the doses of medication they are prescribed may change. Each consent form will have the dose on it to ensure that pupils receive the correct amount of medication. It also gives us the opportunity to discuss the medication with parents/carers.
- Staff will not be able to administer medication without parental consent.
- It is the responsibility of the class staff to organise to take medications with them should the class be going out of school for any reason. This would be any rescue medications and medications which are due for administration in the timeframe the pupil is out of school.

Individual Pupil Healthcare Plan

When the pupil either transitions to Green Fold or develops a medical condition the school will draw up a Healthcare Plan with parents and relevant healthcare professionals. Agreement will be reached about the nature and level of support and supervision that school can provide.

Healthcare Plans will be put into place where pupils have complex medical needs or specific needs requiring medical intervention beyond the level of basic first aid. However, most pupils will have a Healthcare Plan due to the nature of their medical conditions and their Special Educational Needs.

The Healthcare Plan will be drawn up in consultation between the school, parents/carers and healthcare professionals involved with the pupil and will provide:

- Information about the pupil
- Information about the pupil's condition
- Information about the pupil's Special Educational Needs
- Contact details for the family
- Contact details for the clinic/hospital attended by the pupil
- Contact details for the pupils GP
- Information about who will be supporting the pupil in school
- Information about the pupil's medical needs
- Procedures for dealing with seizures, diabetes and other chronic conditions
- Response to acute conditions such as broken legs, post-operative care, etc.
- Medication name, dosage and timing.
- Side effects of any medication.
- Daily care requirements
- Dietary needs
- Particular procedures, e.g. catheterisation, tube feeding, stoma care, etc.
- Specific support for the pupil's educational, social and emotional needs
- A description of what constitutes an emergency for the pupil in relation to known healthcare issues, i.e. gastrostomy Button coming out
- What to do in an emergency
- Who to contact in an emergency

The pupil's parents/carers and healthcare professionals will provide the information, which will be kept in the pupil's Health and Welfare File (which is stored in class), in the medical room and in the school nurses office. Staff will be informed of what constitutes an emergency for any pupil with additional medical needs and back up cover will be considered for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.

It is the responsibility of every member of staff who works with pupils to familiarise themselves with individual's healthcare plans to ensure that the school is effectively supporting pupils with medical conditions.

Healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Healthcare Plans will also inform the Annual Review or Education, Health and Care Plan.

In cases where pupils require specific support with their condition, this will be identified on the Healthcare Plan. It will also contain information regarding the medical condition, its triggers, signs, symptoms and treatments, medications, where appropriate, and any side effects, specific equipment required, training required by staff who are giving support the pupil and what to do in an emergency.

The school Healthcare Plan format is being re-written along with health care professionals; the revised edition will be found in Appendix 1.

Self-Management of Medication/Procedures

On occasion some pupils are able to assist in some aspects of the administration of their medication but advice from parents **MUST** be sought from parents and the School Nurse before any training of pupils to self-administer is given.

Pupils will be allowed to manage their own medication/procedures whenever possible, and in agreement with the parent/carer. The school requires parents to demonstrate the level of input a pupil has in self

administration and a discussion should be had regarding whether the pupil is to be taught how to self-medicate (if it is appropriate to do so).

When a pupil administers their own medication or carries out procedures, they will be supervised by a member of staff. This will be recorded in the school log.

Unacceptable Practice

It is expected that staff at Green Fold School will follow all procedures laid out within this policy with the duty of care to the pupil and to themselves. This policy has been written in order that pupils at Green Fold are not disadvantaged if they have a medical condition or receive medications and that they have full access to the curriculum and opportunities Green Fold offers. It should be noted by all staff that should you have concerns about the practice of a colleague regarding the administration of medications it is your duty to report this to the Headteacher immediately. In dealing with pupils who have medical conditions or require medication staff should be aware that they should not:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable, i.e. an unfamiliar adult such as a supply member of staff;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication which has been correctly accepted into school, or provide medical support to their child for an on-going condition for which the school has sufficient guidance, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

Refusing Medication/Procedures

School staff will not force pupils to take medication. If a pupil refuses to take medication or participate in procedures, parents will be contacted.

Confidentiality

Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way. On receipt of information the Head of School / Assistant Heads / Education Health Officer will:

- Agree with the parent/carer who else in school will be informed of the medical condition
- Agree with parent/carer on how much information the pupil is to have about their condition, particularly if it is a life limiting condition
- Agree with the pupil and parent/carer who else in school will have access to medical records and information kept in school
- Explain to parents/carers that if information is withheld from relevant school staff they cannot be responsible if they act incorrectly in good faith

Record Keeping

Parents/carers are responsible for supplying information and for letting school know of any change in circumstances of regime, which may impact on school's ability to support their child.

The parent/carer should provide medications in their original box with the prescription sticker on the outside. **When bringing medications into school parents/carers must complete a consent form.** This will be done every time new medications are brought into school or when there is a change of dosage or strength to ensure we have the most up to date information possible. The details of medications should include:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any other treatment
- Any side effects

Those administering medication to **ANY** pupil in school, regardless of what their medication is, should **ALWAYS** record what has been administered. Each pupil with medication needs has their own record book which should be used for recording any administration of medication. All staff will follow these procedures to ensure that pupils are kept safe and that they are not at risk of double-dosing.

Consent forms and records for the administration of medicine can be found in APPENDIX 2.

School Trips

All pupils are encouraged to take part in school trips. Arrangements for taking medication, or carrying out health care procedures, will be taken into consideration. It is important to note that:

- School staff and Activity Centre Staff, if appropriate, must be made aware of any medical needs and relevant emergency procedures.
- Additional staff may be required to accompany the pupil.
- Where staff are concerned about issues relating to the pupil's safety and staff's ability to meet the needs of the pupil, advice will be sought from relevant agencies.
- Medicines must be signed in and out of the building on the appropriate forms

Sporting Activities

Most pupils with medical conditions can participate in PE and physical activities. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well-being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual Healthcare Plan.
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures.
- Pupils who need to take medication before, during and/or directly after exercise must be allowed to do so.

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. The Headteacher has a duty to ensure that the risks to the health of others in school are properly controlled.

Storing Medicines

The school must not store large quantities of medication.

The procedures for the storage of medication are as follows:

- The Executive Headteacher / Head of School / Assistant Heads / Education Health Officer are responsible for ensuring that medicines are stored safely.
- Parents/ carers are responsible for bringing medicines into school and for collecting them at the end of the course of treatment.
- Medication must be supplied in the original container with the prescription sticker on the outside.
- If a pupil needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
- Parents will complete a new consent form for **EACH** new medication when bringing them into school.
- Transfer of medicines from their original containers **SHOULD NOT BE DONE**. Parents should request that the GP prescribes medicines in appropriate size containers to minimise this and enable original containers to be brought in to school.
- Medicines will be kept in a secure medicines cabinet in the Medical Room. If necessary, some medicines may be kept in another secure place, which is not accessible to pupils, i.e. asthma medications/inhalers.
- Controlled medications are kept in a separate locked cabinet – they are monitored weekly to ensure the records match the medications.
- Medication that needs to be kept in a refrigerator will be kept in the locked refrigerator in the Medical Room, in clearly labelled containers
- All staff will be informed of the location of all medication so that an appropriate response can be made in the event of an emergency.
- Pupils should know where their medication is stored and the arrangements for accessing their medication if appropriate. They should not be left to administer their own medication alone. If they are able to self-administrate, or are being taught to do so, they must **ALWAYS** be supervised.
- Some medication, such as asthma inhalers, must be readily available to pupils in class, while traveling off site, etc. and should not be locked away.
- With prior arrangement with parents, and where appropriate, pupils will be allowed to carry their own asthma inhalers around school with them. The inhalers must be labelled with the pupil's name.

Access to Medication

Pupils must be supervised by an adult when collecting/taking medication. If a pupil requires medications such as an inhaler or epipen, these should be available to them at all times and kept in a secure place in the pupil's classroom.

Disposal of Medicines

School staff are not allowed to dispose of surplus or out-of-date medication. Parents/carers are responsible for the disposal of surplus or date-expired medication and should collect it from school at the end of every term or sooner if appropriate. Parents/carers should be informed if medication is surplus or out of date and arrangements should be made for them to pick the medications up from school.

Hygiene and Infection Control

In line with our safeguarding duties, we also need to ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We will, therefore, not accept a pupil into school at times where it would be detrimental to their health. In instances such as this we will, of course, speak to relevant parents/carers, and the School Nursing Team, to discuss any risks to their child's health and a decision will be made together as to whether the child should attend school.

It must be acknowledged that a sterile environment cannot be achieved in the school setting but good hygiene and infection control are essential in managing health care needs.

- All staff must follow basic hygiene protocols
- All staff must wear protective aprons and disposable gloves when dealing with blood or body fluids
- All staff must dispose of gloves, dressings and equipment in a safe manner
- Staff must wash their hands after disposing of gloves/dressings, etc. It is not sufficient to wear gloves, deal with spillages, cuts, grazes and the like and dispose of the gloves
- Any tubes or equipment used to assist with feeding, urine or bowel management in school are not generally regarded as clinical waste. Double bagging will generally be sufficient but advice can be sought from the School Nurse or a specialist nurse. Any sharps should be disposed of in the 'sharps box' situated in the Medical Room.

Emergency Procedures

- All staff must familiarise themselves with procedures for calling the Emergency Services.
- In addition to accidents or incidents, which can constitute an emergency for any pupil, some pupils will be more likely to have individual presentations constituting an emergency for their own particular condition. All relevant staff should be made aware of these individual cases. Pupils who have emergency procedures linked to their medical condition will have this documented in their Healthcare Plan.
- In an emergency the school's first aiders must be summoned. The named first-aiders are listed in APPENDIX 3
- The Head of School / Assistant Heads / Education Health Officer must be informed.
- If a pupil is taken to hospital by ambulance, he/she must be accompanied by a member of staff who will remain with the pupil until a parent/ carer arrives.
- Pupils should not be taken to hospital in staff cars unless there are extreme reasons. If this is necessary, another adult must accompany pupil and staff member.
- Staff must have Public Liability Vehicle insurance to transport pupils to hospital in an emergency.

Review

This policy will be reviewed annually or sooner if circumstances alter and procedures are not found to be effective.

This policy will be carried out with regard to other relevant school, LA and Government policies/ guidance documents, e.g.

- Intimate Care Policy
- Moving and Handling Policy
- Pupil Based Risk Assessments
- Healthcare Plans
- Educational Visits Policy
- Health and Safety Policy

Information for Supply Staff and Volunteers

It is expected that no supply member of staff will administer medication to a Green Fold pupil, however, they should be aware of their medical conditions. On arriving at school, a supply member of staff or volunteer will be given information about the class they will be working with.

It is also expected that class staff will share relevant information with supply staff and volunteers in order that they are informed of any procedures that are carried out in class and any signs that a pupil may exhibit if they become unwell.

Supply staff and volunteers should **ALWAYS** inform class staff if they have a concern about a pupil's health.

Where a supply member of staff has been working in school on a long term basis they **MUST NOT** administer medication unless they have been trained to do so.

Only Green Fold staff should access the medications cabinet in the Medical Room.

Cover Arrangements

When trained members of class staff are absent from school, arrangements will be made from within the trained Green Fold staff to administer medications.

Procedures for Administering Medication

No member of staff should administer medications alone. There should always be two members of staff administering medications who are trained at the correct level for the medication being administered

You must only administer medications if you have received the appropriate training, this training has been regularly reviewed and you have permission to do so.

Staff administering medications should ensure that they follow the training they have had in order to do so.

When administering medication the following procedures **MUST** be adhered to. At all times the medication 'partner' or 'second' should work with you to ensure procedures are being followed correctly:

1. Locate the medication file
2. Check the consent form and medication recording sheet for the time that medications are due (this is to ensure that someone else has not already administered the medications you are planning to give)
3. Take the required medications from the medication cabinet – the keys for this are kept in the key safe in the Medical Room

4. WASH HANDS

5. Check the medication for the pupils name, the dosage and strength, the expiry date and also check that the medication's shelf life once open has not expired; check that these tally with the consent form

6. Prepare the medications for administering following the dosage on the prescription

7. WASH HANDS

8. Administer the medication ensuring the pupil swallows them fully (unless given in another way other than orally)
9. Complete the medication recording form ensuring that all sections are completed fully
10. Sign the medication recording form
11. The medication 'partner' or 'second' should then sign the medication recording form
12. If there is any reason for concern please see the Head of School / Assistant Heads / Education Health Officer immediately
13. If the pupil refuses to take the medication please refer to the Healthcare Plan for instructions

Please see APPENDIX 4 for a reminder sheet that is displayed in the Medical Room.

Liability and Indemnity

The school has an appropriate level of insurance to cover staff in the administration of medication.

Green Fold High School Supporting Pupils with Health Care Needs in School Policy has been read and accepted by:		Date
Chair of the Governing Body	<i>Holly Bonfield</i>	<i>Mar 16</i>
Headteacher	<i>Gary Anders</i>	<i>Mar 16</i>

