



# **Administration of Medicine February 25**

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## Linton School

### Administration of Medicine

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Lancashire County Council – Multi-Agency Safeguarding Hub (MASH)		0300 123 6720 0300 123 6722 (out of office hours)
Local authority designated officer (LADO) for Blackpool Council	Amanda Quirke	<a href="mailto:Amanda.quirke@blackpool.gov.uk">Amanda.quirke@blackpool.gov.uk</a> 01253 477541
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## Our School

Linton School is an independent special school for young people with Social, Emotional and Mental Health (SEMH) difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

## Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centered curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

## The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future.

The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

**More information about the school can be found in the school Prospectus.**

## **1. Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance when the need arises. As far as possible, medication should be taken at home and should only be taken in school when absolutely essential. Parents/carers retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

## **2. Legislation and Guidance**

The Children and Families Act (2014) places a duty on the governing bodies of schools to ensure that pupils with medical conditions are properly supported and have access to a full education. As part of this duty schools must have arrangements in place to ensure that pupils who need medication during school hours can be supported to access and take this medication safely. Staff are not expected to know or remember all the relevant legislation; however, they are expected to know and follow the school's medication policy. This will ensure that staff have acted within the boundaries of the law.

## **3. Aims and objectives**

The aim of this policy is to provide a clear policy that is understood and accepted in order to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents/carers retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **Legal requirements**

There is no legal duty that requires any member of school staff to administer medicines. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

## **4. Managing medicines during the school day**

Prescription medicines should only be taken during the school day when essential. They must be in the original container including prescriber's instructions. Medicines should only be brought into school when it would be detrimental to a child's health if the medicine were not administered during the school day. Parents/carers should be encouraged to look at the dose frequencies and timing so that if possible medicines can be taken out of school hours.

Parents/carers can ask doctors for timed-release medication for a minimum number of daily doses. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Linton school will not administer non-prescribed medication in school. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided will be securely stored in a locked cabinet (unless manufactures guidance informs us otherwise) in the school offices, with the exception of Asthma medication, this will be in the pupils' class and kept with the teacher. Pupils should have immediate access to inhalers. Although inhalers may be misused, the risks associated with delay in access are much greater than those of misuse by pupils.

**All medicine should have the following:**

- Childs' name and address
- Childs' date of birth
- Prescribed dose
- Expiry date
- Written instructions (provided by prescribed)
- In the original box

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

**Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

**Children with Long-Term or Complex Medical Needs**

When a child has a long-term medical need the school will draw up a health care plan in consultation with parents and relevant health professionals when necessary.

**Prescription medicines:**

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions and only if trained in medicine administration
- The school will keep the drug safely locked up with access only by named staff and record keeping for audit and safety
- Prescription drugs should be returned to the parents/carers when no longer required

## **Non –Prescription Medicines:**

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **5. Managing medicines on trips and outings**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of risk assessments/care plans (where they exist) will be taken by the responsible person.

### **Home to school transport**

If a pupil's care plan describes emergency procedures which might occur, on the journey to and from school, then staff will be trained to carry out the duties and the care plan will be carried on the vehicle.

### **PE/Sports**

Any restriction to PE/sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum)

## **6. Roles and responsibilities of staff managing or supervising the administration of medicines.**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided when needed to carry out the actions in a care plan after consultation with other professionals. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Teachers and other staff are expected to use their best endeavour at all times particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The Headteacher is responsible for day-to-day decisions, such as:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that all staff who need to know are aware of a child's condition
- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents/carers about the agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

### **Disposal**

- Staff should not dispose of medicines.
- Parents/carers are responsible for ensuring expired medication is returned to the pharmacy.
- Sharp boxes should be used to dispose needles.
- Sharp boxes can be obtained by parents/carers from their GP.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.

### **Refusing Medication**

If pupils refuse to take medication, the school will not force them to do so and will inform parents/carers by telephone. A record of this will be kept.

## **7. Children's medical needs – parental responsibilities.**

The school will liaise closely with parents/carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared and the care plan reflects all information. The care plan will be agreed jointly by the school and parents/carers. The school will seek parents/carers written agreement about sharing information on their children's needs where information needs to be shared outside of school. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence. Parents/carers should provide the school with information about their child's condition and be part of the health care plan arrangements. They should sign the appropriate agreement forms for the administration of medicines. The Head Teacher should seek their agreement before passing information to other school staff.



## **Emergencies**

All staff should know how to call the emergency services (999 or 112) and know who is responsible for carrying out first-aid and administering of medication in the school. You will need to know the following information;

- Your telephone number
- Give your location as follows
- State that the postcode is
- Give exact location in the school/setting
- Give your name
- Give name of child and a brief description of child's symptoms
- Inform Ambulance Control of the best entrance and state that the crew will be met and taken to....
- Don't hang up until the information has been repeated back.
- Speak clearly and slowly and be ready to repeat information if asked

A pupil who is required to be taken to hospital by ambulance should always be accompanied by a member of staff who should remain until the parents/carers arrive.

## **8. Parents/carers written agreement.**

A Request to Administer Medication form must be completed and signed. It is the responsibility of parents/carers to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents/carers to supply medication as needed.

### **Record keeping**

The following forms are available and can be amended to fit individual circumstances with the advice of relevant nursing staff and therapy colleagues.

- Care Plan
- Request to Administer Medication
- Record of medicine administered

### **Linked Policies:**

First Aid policy

Health and Safety policy