

Managing Medicines and Health Needs Policy

The Davenport School



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Managing Medicines and Health Needs

1. Introduction:

It is recognised that sometimes pupils may require prescription medicines to be taken during school time. This may include:

- Medicines for daily use as part of a long-term and on-going medical condition.
- Medicines prescribed for short-term use as part of a temporary medical condition – e.g., a course of antibiotics.
- Medicines required by a pupil 'as and when required' as part of an on-going medical condition – e.g., inhalers for use to relieve asthma symptoms.
- Medicines required by the pupil to manage a medical emergency – e.g., prophylaxes for severe allergy.

The Davenport School recognises and acknowledges the guidance given in **“Supporting pupils at School with medical conditions” – DfE (Dec 2015)** in respect of storing, handling, administering, and managing pupil's medicines within the school setting. It is recognised that pupils have a range of individual medical and health needs and the policy of the school with regard to medicines management, acknowledges the importance of a duty of care to ensure health needs are met within the school and that school attendance and access to quality education is not compromised for any pupil on the basis of health needs or medicines required to be taken by the pupil.

2. Parental Responsibility:

The Davenport School relies upon information on health needs and medicines given by the care home staff, or Foster Carer. It is recognised that in this setting the term 'parents', as defined in Section 576 of the Education Act, 1996, includes any person who is not a parent of a child, but that has parental responsibility for 'care of a child'. Ethelbert Children's Services accepts that someone who has 'care of a child' necessarily includes any person who is involved in the full-time care of the child on a settled basis, such as a residential worker, or Foster Carer. All children in attendance at The Davenport School are Looked After by a Local Authority and day-to-day responsibility is therefore, deemed to be with Foster Carers or residential care workers.

The Davenport School operate a clear policy whereby no storage of medicines or administering of medicines to any child will take place at the school unless there is a clear handover of medication between the home or Foster Carer and the school. Responsibility for informing the school of any changes to health needs which may impact on the child during school, rests with the home or Foster Carer.

3. Procedures for Managing Prescribed Medicines Which Need to Be Taken During the School Day

Home staff or Foster Carers must provide the school with written instructions regarding any medicines required to be taken by a pupil during the school day.

Home staff or Foster Carers should complete a 'Prescribed Medication' Sheet in preparation of the school day. These instructions must include:

- Medication name and strength.
- Required dose, date(s) and time(s) to be taken.
- Any special precautions or instructions regarding taking this medicine.
- The exact amount of medication being supplied to the school on this date.

Any medication handed to the school for administering to a child must be signed into the 'Medication Entering the School' Logbook by the member of school staff accepting the medication from the home or Foster Carer, the person handing the medication to school must sign to say they have done so. This on occasion, might be the escort or school transport.

The Head Teacher and the Designated Medication Personnel will be informed of all such medication received into the school by office staff. Responsibility for agreeing to administer medicines to children according to the written instructions received, rests with the Head Teacher or Designated Medication Personnel in the Head Teacher's absence. The Head Teacher or Designated Medication Personnel will ensure that where the school agrees to administer medicines, designated personnel are named and confirmed as competent to administer medicines in this manner and that only designated, named personnel will have responsibility for administering such medicines at the school.

Designated personnel will ensure that medicines received into the school are safely stored and available to administer at the time required, this will include a clear written plan completed by designated personnel for managing prescription medicines needing to be taken on trips or outings or at a different school site. This might include a need for medicines to be administered by another staff member acting on their instruction, if not on The Davenport School site at the time the medicine is required or may be required. The Head Teacher or Designated Medication Personnel must be informed of the plan to administer medicines to a child or carry medicines for a child if off The Davenport School main premises.

Non-Prescribed Medication

The only Non-prescription medicine that will be stored at the school is Paracetamol caplets/capsules/tablets (500mg). If there is a need for this to be administered, on each occasion, The Davenport School should first obtain verbal agreement of the person who has 'care of a child'. If the home or Foster Carer has not been consulted, no agreement to administer non-prescription medicines can be made by the school.

There may be occasion that a pharmacist or health professional has directed that a child take a non-prescribed medication during the school day. Written consent and agreement from the person who has "care of a child" has to be obtained with the medication signed into the school before this can be administered

Controlled Medicines:

It is recognised that some prescription medicines which are to be taken by pupils under the guidance of a medical practitioner, might include drugs which are classified as 'Controlled' under the Misuse of Drugs Regulations e.g., methylphenidate. Designated staff that are deemed as responsible to administer prescription medicines, may also administer controlled drugs, as prescribed to the pupil.

Training for staff will include guidance on the Misuse of Drugs Act, 1971, regarding management of controlled drugs, ensuring they are not to be used for any other purpose other than that prescribed.

4. Safe Storage of Medication:

All medicines held by the school for pupils will be kept in a designated area, consisting of a lockable, metal cabinet, secured to a wall, with access to keys restricted to designated medication personnel.

Pupils must be able to know where their medicines are kept and know what designated staff are responsible for their safe-keeping and administering. Access to these medicines must not be made available to other pupils other than those to whom they are intended for.

Medicines which may be required for emergency use, must not be stored in a locked cabinet but must be clearly available for use as and when required by the pupil, or by any person who is competent to administer or obtain these medicines for pupil's use in the event of medical need or emergency e.g., asthma inhalers, EpiPen. Designated staff are responsible for ensuring that any such medicines held are ready, visible and available for use, whenever they might be required by the pupil, including arrangements for managing off-site trips, outings or activities.

5. Children Carrying and Taking Their Medicines Themselves

It is recognised that in many cases it is in the best interest of the young person for them to take responsibility for carrying and taking their medication themselves. At The Davenport School, no child will be deemed as competent to do this unless there is a clear written plan and agreement between the home/Foster Carer and school. This plan must include a Risk Assessment around any possible risks to other pupils, this plan would form part of the pupil's Individual Health Plan, agreed by all parties, including the young person and the young person's Social Worker or Parent, if the young person is accommodated by the Local Authority under a voluntary agreement with the child's legal Parents.

Responsibility for informing the school of any medication carried and taken by the young person's, rests with the home/Foster Carer e.g., commonly asthma inhalers, EpiPen's. These must never be taken from the young person without the agreement of the home, it is recognised that the home has a duty to inform the school, in order for the school to be able to safeguard the young person's health by knowing of medicines

6. Record Keeping (Check)

Designated personnel will ensure that written records are kept in relation to;

- All medicines received into the school.
- All medicines administered to a pupil.
- All medicines leaving the school.

Individual Health Plans:

An Individual Health Plan will be kept on file for each pupil, detailing:

- Any diagnosed medical conditions which may impact on education, may affect the child's health during school time.

- Any regular prescribed medication the child takes for a medical condition relevant as above.
- Any allergies.
- Any known health risks.
- Any specific dietary requirements.
- Any arrangements for self-administering medicines by the child.
- Any emergency procedures and management of medicines which might be required in an emergency.

The Individual Health Plan must form part of the school's admission procedures, with copies of the school policy given to the home/Foster Carer at this point. Responsibility for updating the Individual Health Plan as required, rests with the home/Foster Carer but at the beginning of each term, homes/Foster Carers will be required to confirm that the Individual Health Plan for the child remains up to date.

Medication Qualified Named Staff:

As of September 2022;

- India Morgan
- Karen Dean
- Sarah Mansfield

7. Staff Training:

It is recognised that as an employer, Ethelbert Children's Services has responsibility for ensuring staff at the school are suitably trained to fulfil their role. This will ensure that a sufficient number of school employees are trained in 'Handling Medicines', as per policy and managing and supporting pupils with medical conditions.

Contractually, the Teacher in Charge is responsible for managing staff at the school and the Teacher in Charge will ensure training plans are provided for staff and that training plans are flexible to meet the needs of pupils with specific medical conditions, as detailed on Individual Health Plans. Training in health needs or medicines should be completed by a suitable and competent person, seeking for further guidance from Health Professionals if deemed necessary.