



MEDICINE POLICY

Non prescribed Medicines

Staff are not permitted to administer non prescribed medication such as paracetamol to students without consent from parents/carers. Parents must complete the 'Administration of Medicines' form – Appendix 1. Medication must be provided in its original packaging. A record will be kept each time medication is administered and a member of staff will notify the parent/carer.

Aspirin is not permitted unless it has been prescribed by medical practitioner.

Some medicines may be taken on educational visits however this should be discussed and agreed with School Trip Co-ordinator prior to the trip.'

Prescribed Medicines

Prescription Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day. Staff may administer prescription medicines, although there is no statutory or contractual duty for staff to do this. Parents must complete the 'Administration of Medicines' form – Appendix 1.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. This will include:

- Name of child.
- Name of medicine.
- Dose (in some conditions this may vary on a daily basis).
- Method of administration.
- Time/frequency of administration.
- Any side effects.
- Expiry date.

If this is not possible then medication should be kept in individual sealed boxes, with the student's name and expiry/return date of medication on the box.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that these drugs are strictly managed between the school and parents.

Any medication handed over to the school will be recorded including the amount.

Controlled drugs will be locked away with only specific named staff allowed access. Each time the drug is administered it will be recorded, including if the student refuses to take it.

If students refuse to take medication, school staff will not force them to do so but will inform the parents as a matter of urgency.



The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another person is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication will be recorded as being returned back to the parent when no longer required. If this is not possible it will not be thrown away but will be returned to the dispensing pharmacist.

Staff Indemnity

There is no statutory or contractual duty for staff to administer medicines. Consequently, to comply with this policy we have trained first aiders on each site who have agreed to carry out these duties.

Staff are fully indemnified against claims for alleged negligence providing they follow the guidance provided in this document and at relevant training courses. Malden Oaks is insured with Zurich via RBK's Insurance Department, Zurich has stated the following:

"The Public Liability policy that you have with us covers the insured, school governing body, teachers, other employees and volunteers should a claim be made against them from a student who alleges that they have sustained an injury or damage to their property as a result of the negligent provision of medical treatment.

The policy covers the administration or supervision of prescription and non prescription medication orally, topically, by injection or by tube and the application of appliance or dressings. This applies to both straightforward and complex conditions. We would expect that the teachers, employees and volunteers would have received appropriate training and that this is reviewed on a regular basis. Cover applies up to the full policy limit and in addition the policy covers costs incurred in defending any claim. The policy excess/deductible, if any, will apply as normal. The policy applies to all school activities including extra curricula activities and school trips at home and abroad. Cover also applies to any first aid activities carried out by teachers, employees and volunteers."

Individual Healthcare Plans

Individual Healthcare Plans (IHCPs) will be prepared for students with medical conditions that are either high risk, or require medicines every day. These provide clarity about what needs to be done, when and by whom. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

Medicines Brought into School & Precaution Treatment for Serious Medical Conditions

a. Diabetes

Changes in the availability of insulin and evidence showing that insulin is much more effective at keeping blood sugar levels normal when it is given along with every meal i.e. breakfast, lunch and evening meal, means that many students may now need to have insulin injection in school at lunch times. In light of the recent developments in the treatment of diabetes, we are encouraged to support children with the administration of insulin and take responsibility for procedures.



Should a student with diabetes join the school then a care plan will be drafted and the appropriate training for staff (x2) will be sought from the Kingston Hospital Paediatric Diabetes team (PHT). Training will cover:

- General overview of diabetes
- Monitoring of blood glucose levels
- Practical administration of insulin (including equipment) including the use of safety needles to prevent the risk of sharps injuries
- Treating emergency situations (including hypos)
- Access to healthy and appropriate food

b. Asthma

Parents/carers will be asked (during review meetings) for a list of medications the student receives, noting which ones need to be taken during school hours and a note made on SIMS if the student carries own inhaler. If a student is moderately/severely asthmatic the school will consider completing an asthma care plan form with the parents/carers. Medication needed during school activities “off-site” and “off-hours” will be noted and available. Students are encouraged to keep inhalers with them at all times. If inhalers cannot be kept by individual students they should be readily available at the front office. If possible, parents should provide a spare inhaler that is clearly labelled with the student's name and should not be used for any other student.

c. Allergy and Anaphylaxis

If a student has a moderate/severe allergy the school will consider the completion of a care plan form with the parents/carers. Every student who is at risk of anaphylaxis should be prescribed an adrenaline injector. Treatment of anaphylaxis requires intramuscular adrenaline - an injection of adrenaline into the muscle. Young people are encouraged to take responsibility for their medication and should administer it themselves. The student may be prescribed one of two adrenaline injectors, either the EpiPen or the Anapen.

At Malden Oaks we have school procedures to cover the following circumstances:-

- Reducing the risk of coming into contact with the allergen (e.g. nuts, eggs, bee stings)
- Arrangements for educational visits
- When to administer adrenaline
- How to administer intra-muscular adrenaline
- Requesting that parents provide two epipens
- Staff training

d. Epilepsy

A care plan form will be discussed/completed with the parents/carers. The majority of people with epilepsy take regular medication with the aim of controlling their seizures. Some students with difficult to control epilepsy may take several different types of medication. Such medication can only be administered by a trained member of staff.



Defibrillators

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use.

We have a defibrillator at the Dukes Centre site. Should we have a member of staff or student join the school with a heart condition then we will assess our policy again.

Approved by BSW Sub-committee on 20/03/18



Parental Agreement for staff to Administer Medicine

Please refer to our full medicine policy for further details – we will not give your child medicine unless you complete and sign this form. VERBAL changes will not be accepted and prescribed medication must have dosage stated on packaging.

Name of Child	
Medical Condition	
Prescribed Medicine	
Non Prescribed Medicine	
Date Dispensed	
Expiry Date	
To be kept at school DATES:-	
Dosage and method	
Special precautions	
Possible side effects	
Emergency procedures	
Contact Details	

