



## **Supporting Pupils at School with Medical Conditions**

**Updated March 2021**

**Review due March 2022**

This policy document needs to read in conjunction with the school's safeguarding policy, whistleblowing policy, intimate care policy, medical and sickness policy, disciplinary and capabilities policy and first aid policy. This policy has been written which underpins the DfE guidance of 2015' supporting pupils with medical conditions' (statutory guidance for Governors).

## Contents

<b>Managing Medical Conditions in School .....</b>	<b>4</b>
Our Aims: .....	4
Unacceptable Practice.....	5
Liability and indemnity .....	5
The School's Right to Challenge .....	5
Complaints .....	5
<b>Roles and responsibilities.....</b>	<b>6</b>
The Governors .....	6
The Headteacher, Head of Care and Medical Lead .....	6
All staff.....	6
The Appointed Medical Lead .....	7
Individual doctors and specialist healthcare professionals .....	7
The parents .....	7
<b>Procedure When the School is Notified of a Students Medical Condition.....</b>	<b>8</b>
What is a medical condition? .....	8
Individual Health Care Plans .....	9
Staff Training .....	9
Day trips and sporting activities .....	10
Residential visits and School Trips .....	10
<b>Medication in School .....</b>	<b>11</b>
Overview .....	11
Administering Medication in School.....	11
Emergency medication or regular access medical equipment.....	12
Controlled Drugs.....	12
Self-Administration .....	12
Record keeping .....	12
Changes in medication .....	12
Storage and Transport.....	13
Disguising Medications.....	13
Drug Errors .....	13
Recording of Errors .....	14
Educational visits.....	14
Non-Prescription Medication .....	15
<b>Communication plan to ensure full implementation of this policy.....</b>	<b>15</b>

<b>Appendices.....</b>	<b>16</b>
Appendix A. Letter to Parents.....	16
Appendix B.1 Parental Agreement Prescription Medication .....	17
Appendix B.2 Parental Agreement Non-Prescription Medication .....	18
Appendix C.1 MAR Chart Example Daily Medication .....	19
Appendix C.2 MAR Chart Example Multiple Daily Medications .....	20
Appendix C.3 MAR Chart Example Non-Prescription Medication .....	21
Appendix D Six Rights of Giving Medication .....	22
Appendix E Medication Incident Report.....	23
Appendix F. Pupil Self Medication Assessment .....	25
 <b>Additional Advice and Guidance .....</b>	 <b>26</b>
British National Formulary .....	26
Department of Education Guidance: Supporting Pupils at School with Medical Conditions 2015 .....	26
List of Most Commonly encountered drugs currently controlled under the misuse of drugs legislation .....	26
NICE Guidance: Controlled Drugs, Safe Use and Management .....	26
The Misuse of Drugs (Safe Custody) Regulations 1973.....	26
Royal Pharmaceutical Society Professional Guidance on the Safe and Secure Handling of Medicines .....	26

## Managing Medical Conditions in School

Oak Lodge School wishes to ensure that pupils with medical conditions receive appropriate support and care at school. It is the responsibility of the school to make sure that safety measures are in place, which caters for the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Oak Lodge School is therefore responsible for making sure that relevant staff know about and are trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school by reviewing arrangements every year.

In order to ensure full implementation of this policy, pupils, parents, staff and relevant health and social care partners will be informed about it, copies will be provided as appropriate, access to the policy signposted and regular reminders will be put in place.

It is imperative the school works closely with the Local Authority, the school nurse and their line managers to ensure all practice is fully informed and supported by clear pathways and protocols which identify the following:

**Competencies** - How the school will know staff are fully trained and competent in administering of medical care which will include the administering of medication – SOPs (Standard Operating Procedures)

**Compliance** - How the school will know staff are compliant in the training they have received and the mechanisms adopted to ensure compliance measures are met

**Currency** - The frequency of training required and how this is recorded (CPD log)

**Accountability** – The agreed format of record keeping including Health Care Plans which guides/informs staff within their daily working practice which can be monitored

### Our Aims:

- To support pupils with medical conditions, so they have full access to the education provided at Oak Lodge School.
- To follow the guidance provided by the student's parents and healthcare professionals.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained in order to administer support or prescribed medication/medical interventions
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

The school Medical Lead and School Nurse when on site at Oak Lodge School are members of the Safeguarding Team. If the health, safety and well-being of any learner is compromised in any way through the daily working practice of staff within the school, it must be brought to the immediate attention of the Head Teacher (Deputy DSL's in their absence).

If any member of staff has compromised the health, safety and well-being of any pupil with a medical condition the Head Teacher will also report this to the Chair of Governors and LADO with immediate effect. If required the school will invoke the disciplinary policy to provide further guidance on how to proceed – e.g. – information gathering.

## Unacceptable Practice

The DfE guidance 2014 lists the following unacceptable practices. This policy is designed to ensure that these issues are avoided and that there is an ongoing dialogue between school, pupils and parents so that all pupils and parents feel confident in the processes in place in the school.

It is unacceptable at Oak Lodge School to:

- prevent pupils from easily accessing their inhalers and medication.
- prevent pupils from drinking or eating if needed to manage their medical condition.
- assume that every pupil with the same condition needs the same treatment.
- prevent children from personal care.
- ignore the views of the child or their parents unless there is good reason to challenge those views.
- exclude pupils from lunchtime or after-school activities because of a medical condition.
- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys.
- leave children who are ill unattended in a medical room or school office or any room.

## Liability and indemnity

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children.

## The School's Right to Challenge

Should any Safeguarding concerns arise surrounding a student's medical condition or treatment the school may challenge and ask for supporting documents. The designated member of the Senior Leadership team will consult with the local education authority and any relevant medical professionals. The local education authority will also be asked give advice if there is a dispute between the parents and the school.

## Complaints

At Oak Lodge School we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## Roles and responsibilities

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication, condition and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected. This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully

**The Governors** will ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life. Governors will ensure all staff have received the appropriate level of training and are competent to support pupils. Governors will receive annual updates as to the effective working of the policy, will review this carefully and ensure implementation of any changes or recommendations arising from the review.

**The Headteacher, Head of Care and Medical Lead** have lead responsibility for the implementation and review of the policy and will ensure that;

- the school is inclusive and welcoming.
- the policy is in line with national guidance and expectations, is put into action and maintained
- they seek input from all relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc.)
- information held by the school is accurate and up to date and good communication and information sharing systems are in place.
- ensure pupil confidentiality is respected.
- staff are adequately trained to meet the medical needs of pupils.
- all staff are aware of the policy, including supply teachers and new staff.
- tasks appropriately delegated to named members of staff.
- the policy is reviewed at least once a year, with input from pupils, parents, staff and external stakeholders and update when necessary.
- implementation of the medical conditions policy is reported back to governors and to all key stakeholders.

**All staff** at the school have a responsibility to;

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- maintain effective communication with parents including informing them if their child has been unwell at school.
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- administer medication if they have agreed to undertake that responsibility.
- undertake training to achieve the necessary competency for supporting pupils with medical conditions if they have agreed to undertake that responsibility.
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in. To understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate their needs such as allowing additional breaks.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell.
- use opportunities such as PSHEE and other areas of the curriculum to raise pupil awareness about medical conditions.

**The Appointed Medical Lead** has a responsibility to;

- keep an overview of any pupils whose medical needs impact on their learning, advise staff working directly with them and ensure appropriate strategies are put in place to support pupils.
- ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.
- Organise or deliver regular training for school staff in managing common medical conditions.
- Advise the Headteacher should specific training need to be provided including providing information about where the school can access specialist training.
- Consult with pupils, families and medical professionals in order to develop guidance and care plans when required.
- support pupils and parents as appropriate

**Individual doctors and specialist healthcare professionals** caring for pupils who attend this school have a responsibility to;

- provide the school with information and advice regarding pupil's medical conditions (with the consent of the pupil and their parents) This could be in the form of a care plan, allergy plan etc.
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition.
- ensure the child or young person knows how to take their medication effectively.
- ensure children and young people have regular reviews of their condition and their medication.

**The parents\* of a child at this school** have a responsibility to:

- tell the school if their child has a medical condition.
- ensure the school has a complete and up-to-date Healthcare Plan for their child.
- inform the school about the medication their child requires during school hours.
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- tell the school about any changes to their child's medication, what they take, when, and how much.
- inform the school of any changes to their child's condition.
- ensure their child's medication and medical devices are labelled with their child's full name and prescription label where appropriate.
- provide the school with appropriate spare medication labelled with their child's name.
- ensure that their child's medication is within expiry dates.
- keep their child at home if they are not well enough to attend school.
- ensure their child catches up on any school work they have missed.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Attend immediately if their child is taken to Accident and Emergency or admitted to hospital.

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

# Procedure When the School is Notified of a Students Medical Condition

## What is a medical condition?

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual support plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The day-to-day responsibility for children and young people rests with the headteacher and the designated members of staff who have daily contact with the individual pupils. Parents\* will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

\* The term 'parent' implies any person with parental responsibility such as foster parent, carer, guardian or local authority.

The school will **not** have individual care plans in place for pupils who have short-term illnesses such as coughs, colds and other common childhood diseases. The school will have a medical plan in place for all children who have a medical diagnosis, for example:

- Allergies and Anaphylaxis
- Asthma
- Breathing difficulties
- Cancer
- Diabetes
- Epilepsy
- Heart condition
- Liver and kidney conditions
- Sickle cell
- Seizures
- Any other serious medical condition

The designated Medical Lead will contact the parents as early as possible after the school has been informed of a pupil's medical condition. They will request any and all relevant documentation (such as such as diagnosis, care plan, medication and treatment plan) which may be provided by the parent, GP, specialist care team or any other medical professional. In line with GDPR documentation may be added to the students SIMs profile. The Medical Lead will create a medical overview/care plan/information sheet that will be checked and verified by all parties involved. This document will be updated should any aspect of the students care change and will be reviewed once a year in line with the student's annual review. The school will consult with the parents about how this information is shared within the school and amongst the staff. The headteacher will be kept informed of the operational implications of the health care plan.

The designated Medical Lead will identify if any external or internal training is required and notify the headteacher, head of care and head of admissions. Depending on the medical condition the student may not be able to start attending school until the relevant training has taken place. Relevant members of staff will be trained within four weeks of the first notification.

Medical conditions can impact a student's emotional needs. If required, emotional support, counselling or external support will be sought if appropriate. The wellbeing team will consult with the student how much information they wish to share with their class and peer group if appropriate.



## Individual Health Care Plans

- Pre-existing Care Plans created by specialist medical teams will be uploaded to SIMs.
- Using the information provided an overview/ care plan/ information sheet with need to know information will be and shared with relevant staff.
- This document will be updated should any aspect of the students care change and will be reviewed once a year in line with the student's annual review.
- The plan will include details about pupil's condition, medication, dosage, treatment, symptoms and warning signs. Where appropriate contact details of medical professionals who oversee the care of the pupil's condition will be listed. It should also include what constitutes an emergency and what to do in an emergency.
- The plans will be kept on SIMS and students who require emergency medication will have emergency protocol kept on their person. Relevant information will be put on display if agreed with the parents.

## Staff Training

- Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school. A record of this training will be kept by the designated member of the Senior Leadership team.
- The deputy headteacher will be responsible for monitoring and reviewing the quality of staff training as well as ensuring it is kept up to date.
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools as part of inductions.
- Temporary and supply staff will be given information by head of department about individual children or young people who are likely to become ill and/or require medical intervention.
- Awareness posters of will be displayed in staff only spaces (with parental consent).
- Every member of staff is responsible for ensuring they know and understand the care plans.

In addition to this staff training will be provided, which will take account of the need for specialist training (when required) for some key members of the staff team. All new staff, including supply and temporary staff, will be informed of the policy and their responsibilities.

Any member of staff who has received appropriate medical training from the school nurse/authorised medical training provider can refuse to perform the duties outlined in the training provided if:

- They do not feel confident to carry out the Standard Operation Procedure (SOP) instructed (Staff can request additional training if required from the school nurse)
- the pupil is not familiar to them or if the medical needs of the pupil require complex health related interventions to maintain their health, safety and well-being (this will be assessed in accordance to each pupil and the medical intervention required).

Following such concerns, the school nurse/authorised medical training provider will re-visit the training requirements and sign off competencies in relation to confidence building; this will be recorded in the training log. The Head Teacher will advise the Schools and Residential Committee of any child who requires complex medical interventions; the Head Teacher will also contact the Chair of Governors to provide information sharing as required for advice and guidance. The Head Teacher / SENDCo / Head of Care/ Medical Lead will discuss individual cases with the Local Authority to determine if exceptional needs funding/additional funding is required to allocate a trained health professional to help support such pupils in the management of their complex medical conditions and undertake the necessary health/medical interventions required.

Following all discussions, the school will determine if the medical procedures/training continue to relate to the roles and responsibilities of the school staff and cascade this information accordingly. If a staff member still refuses to undertake the medical procedure they are trained in which has been deemed acceptable in relation to the medical procedure(s) required the school may consider this as a capability issue and look towards the capabilities policy for guidance.

### Day trips and sporting activities

Oak Lodge School will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which consider the individual child's needs. Relevant pupil medical details will be taken on all off-site visits.

### Residential visits and School Trips

Parents are sent a residential visit / school trips form to be completed and returned to school two week in advance of an overnight stay.

This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are reviewed by the Medical lead and further clarification sought if required. Medication administration forms will be created specifically for medication required on residential trips. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication when required.

# Medication in School

## Overview

- This applies to all pupils including those who do not have an individual health care plan.
- Any parent can request that their child is given prescription medicine in school.
- If medicines (including asthma inhalers) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually in line with the students annual review.
- It is preferable that pupils take medicine at home, before or after the school day.
- Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent unless there is clear and dire emergency and ambulance / emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by a medical professional and provided in the original container with dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- At the end of each term school will return all medicines in store to the parents.
- Medicines will be safely stored in both school and residential medical rooms in line with the Professional Guidance on the Safe and Secure Handling of Medicines, Royal Pharmacy Society 2018.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.
- The school health team will ensure parents are informed when medication is running low or due to expire, with sufficient time to get a new prescription.
- The systems for monitoring changes in medication, updates to care plans, administration of medication will be monitored as part of governor safeguarding.

## Administering Medication in School

Involvement in the administration of medication is a necessary part of the daily work of many teaching and support staff. Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. School staff should receive sufficient and suitable training and achieve the necessary level of competency before administering medication.

All pharmaceutically active substances bear a risk of harm. This guidance aims to protect both staff and pupils and other service users by ensuring that medication is only administered by competent, trained employees. No member of staff should administer prescribed or non-prescribed medication or undertake other medical routines unless they have been given appropriate instruction, training and related competency (currency, competency and compliance). Medicine administration requires at least competent person trained by the school nurse and an additional witness to confirm that all information is correct and adhered to. Staff members have the right to refuse to administer medication except where this responsibility is included in their job description.

When administering medication, the 'Six Rights of giving Medication' must be followed.

### Steps prior to administering a medication in school

1. Parents complete an 'Agreement to administer prescription medication in school' form.
2. Medication is provided in the original packaging with a clear prescription label.
3. Medical Lead reviews the medication, ensuring it is stored in the correct location and prepares a MAR chart. If there are any questions or concerns regarding the medication parents will be contacted and may be asked to provide supporting documents from the prescriber.
4. Medical lead ensures all relevant staff are notified of the new medication and any administration guidelines.

### Emergency medication or regular access medical equipment.

Emergency medication (such as inhalers, auto-injectors and buccal midazolam) should be carried by the student and support staff to be made aware of its location. Medical equipment and materials such as blood glucose monitors, insulin pens, dressings and swabs may also be carried by pupils. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the headteacher who has a duty to ensure the safety of all children and young people.

Action required in an emergency for the common serious conditions is displayed in the staff room.

### Controlled Drugs

The storage of controlled drugs follows the NICE Controlled Drugs: Safe use and Management guidance. Controlled drugs (CDs) will be stored in locked safe, secured to the wall. The keys for this safe will be stored in a key safe requiring a passcode for access. The controlled drugs safe is located in the medical room in Residential and in the school medical room.

Only trained staff will administer controlled drugs following Special Schools CD standard operating procedures (CDSOPs) and ensuring the controlled drugs book is completed. This is held in the medical room.

Two staff trained/monitored as current and competent by the school nurse / approved medical instructor must check and sign any controlled drugs out of the cupboard. This can be one school-trained member of staff and the school nurse if required.

Stock levels of controlled drugs will be checked daily and remaining quantity logged after every instance of administration. During all school holidays any controlled drugs stored in the CD cupboard must be signed out and returned home.

Refer to CFT Special Schools CDSOPs for further information on controlled drug medication; this information is stored in the school nurses' office. Staff who are CD trained must sign this document to say they are aware of the CDSOPs involved as compliance measures

### Self-Administration

All medication (excluding emergency inhalers and insulin) must be administered by two members of trained staff (one administering and the other witnessing). Students over the age of 16 may self-administer medication under the observation of staff if they are deemed competent by the Medical Lead or Head of Care and are able to demonstrate understanding via the Self-Medication Assessment. Self-administering may involve drawing up of their own medication, administering via their own peg, co-signing the MAR Chart.

### Record keeping

It is the responsibility of any person administering medication to ensure appropriate records are kept. Medication Administration Records (MAR charts) may be digital or physical, will be kept in the school or residential medical room. All records will include date, time, name of medication, method of delivery, dosage and name of two members of staff who administer and witness the administration of the medicine. These records will be archived termly. Parents are also expected to notify the school of any ad-hoc medication. These records will be monitored during safeguarding governor visits. Additionally, any controlled substances must be recorded in the Controlled Drug book or on an appropriate online system by a trained member of staff and signed by a witness. This does not apply to the administration of insulin as this is recorded via the student's personal equipment.

### Changes in medication

If a student's dosage changes, they stop a medication or any other changes in their medication arise the school must receive supporting documents from the prescriber of the medication confirming this change. Staff will continue to administer medication in line with the prescription label until confirmation of the change is provided.

## Storage and Transport

All non-emergency medication will be stored in the School Medical Room or Residential medical room in a locked safe the keys for which will be stored in a key safe. Medication requiring refrigeration will be stored in the locked medical fridge in the School Medical Room or Residential Medical Room. For the storage of **Controlled Drugs** please see the section above.

The responsibility of recording all medication received and returned is that of the appointed Medical Lead or designated staff. Name of the medication, student, dose and quantity received must be logged. Controlled substances must be recorded in the CD book as soon as possible upon receipt.

Medication sent in from home should be handed to the pupil's escort and handed to reception upon arrival. Students should not carry medication on their person unless it is emergency medication. Medication must be in the original packaging with a prescription label. Single tablets or blister packs will not be administered but returned home or destroyed.

Medication sent home from school should be in a sealed envelope labelled with the name of the pupil. It will be handed to the escort by school staff and subsequently handed to the parents of the pupil. Oak Lodge will not be responsible for any medication once it has been given to the escort. The school will expect all passenger assistants/drivers to follow the protocols determined by the guidance issued on the safe transportation of medication. It will be the responsibility of the Local Authority to instruct the passenger assistant/driver on how to store medication whilst travelling to/from school and how to act if there has been an incident in regards to any medication (lost medication). It will not be the responsibility of the school to instruct drivers/passenger assistants on the safe transportation of medication. On occasion escorts may be asked to sign to confirm receipt of medication and quantity supplied.

## Disguising Medications

Medication will not be disguised in food or drink. Medication may be administered via food or drink (in line with medical guidance) e.g. mixed with yogurt, however the pupil must be aware of the presence of medication.

## Drug Errors

### Higher or additional dose administered

If a higher dose is administered medical advice must be sought immediately via 111 or 999 if the pupil is experiencing adverse symptoms. Parents, the Head Teacher and Head of Care should be notified as soon as possible however priority must be given to the immediate safety of the pupil.

### Missed dose

If a dose of medication is missed staff should contact the parents to inform them of when the dose was missed and check if it is possible to administer at the time the error was identified. E.g. A student may have medication due at 1pm but be able to safely take it at 3pm. The Head Teacher and Head of Care should be notified as soon as possible.

### Spoiled/spilt medication

Tablets or capsules dropped must recorded on the MAR chart and if appropriate the CD book. Any tablets/capsules that are dropped must be located and disposed of appropriately. Non-controlled substances should be disposed of via yellow bin, controlled substances clearly labelled and stored in the CD safe until they can be given to a pharmacist for disposal. Parents should be notified.

### Refusal to take medication

If a student refuses to take their medication they must not be forced to. Staff where possible should use positive behaviour strategies to encourage the taking of prescription medication and are able to offer the student a second opportunity to take their medication 30 minutes later in the event that they are in need of a 'cooling off' period. Should they refuse this must be logged on the MAR chart, parents notified and if appropriate a My Concern completed. If the medication has already been drawn up it must be returned

to the safe (or controlled drugs safe) and the Medical Lead notified in order to dispose of safely.

## Recording of Errors

It is a legal requirement to report drugs errors to ensure the safety and well-being of everyone involved (particularly if a drug overdose or omission has occurred). Staff must complete the mal-administration log. The Head Teacher of the school must additionally be informed even if the school Medical lead /nurse is dealing with the issue; this will be recorded by the school as a safeguarding incident and the appropriate protocols will need to be initiated by a senior safeguarding officer of the school; please refer to the protocols outlined within the safeguarding/whistleblowing policy. It is the responsibility of the Head Teacher, senior safeguarding officer to report any drugs error to the LADO with immediate effect.

1. In the event of a drug error, the special school nurse must report the error on Safeguard incident reporting system "My Concern" as soon as possible and report this to the Head Teacher of the school who will report the incident to the LADO with immediate effect.
2. In the event of an error or omission by a member of the education staff, each school will have their own incident policy which should be followed; it is the role of the Medical Lead to log all incidents and alongside the Head Teacher will investigate these accordingly. All actions undertaken will be noted and appropriate future actions identified.
3. In the event of emergency, staff should follow normal emergency procedures and contact emergency services as previously outlined.
4. Reporting of any drugs error will be scrutinised by the Head Teacher to determine if any further action is needed – e.g. - highlight training needs, spot trends in procedures; the school nurse will provide the Head Teacher and Governors of the school with a full report of the investigation undertaken and actions to address

## Educational visits

Staff supervising the visit will be responsible for the safe storage, transportation and administration of the medicine during the visit. Medication to be administered on educational visits will be carried staff and in the case of controlled drugs, in a lockbox. Medication will be administered by two trained staff with the medication administration record (MAR chart) signed accordingly; all educational visits must be supported by a risk assessment and additional control measures which identify pupils who will be travelling/out of school who have known medical conditions

Medication must be kept in its original packaging with clear, legible pharmacy label, date and named of the pupil. Trained staff will follow the protocols established for drawing up medication whilst out of school; this will be in accordance to the training received.

Medication administration procedures that are followed school and residential must be followed when offsite. MAR charts must be signed by two staff with and in the case of controlled drugs the CD book also signed. A minimum of one staff member must be trained in Medication Administration. The same competency measures will apply.

Prior to any trip outside of school hours (e.g. an overnight stay) parents will be required to complete a form detailing any dietary needs, allergies, medication taken, medical conditions, equipment and support required and consent to administer medication. This must be completed for every residential trip. The Medical Lead will prepare a trip folder containing all the relevant information and MAR charts for the duration of the visit. It will be the duty of the visit lead to ensure appropriate risk assessments and additional control measures are used to support such visits. These assessments must be signed off by the Head Teacher two weeks before any planned visit takes place.

## Non-Prescription Medication

Oak Lodge School has a wide range of students with different conditions, disabilities and medical needs. For this reason, we have strict guidelines on the administration of non-prescription medication to ensure the individual needs of the student are met. Non-prescription medication may be administered within school under the condition that:

- A note is provided from the students GP confirming: dosage, delivery method and any conditions for administration.
- The medication is sent into school in its original packaging and clearly labelled with the student's full name.
- Parents have completed the Administration of Non-Prescription Medication form.

If it is before 12pm, prior to administering any non-prescription medication, parents must be contacted to ensure that a previous dose hasn't been administered within the home. Parents must be notified of all non-prescription medication administered, the reason for administering and the time it was administered. This can be done via phone call, text, facetime or written message.

## Communication plan to ensure full implementation of this policy

Parents are informed about their responsibilities within the medical conditions policy:

- By including the policy statement on the school's website and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans.
- When their child is enrolled as a new pupil via the school's website, where it is available all year round.
- Through school-wide communication about results of the monitoring and evaluation of the policy.
- At their child's annual review as appropriate.

School staff are informed about their responsibilities within the medical conditions policy

- Through copies handed out at the first staff meeting of the school year
- At scheduled medical conditions training
- All supply and temporary staff are informed of the policy and their responsibilities.

Governors should review the policy annually with the headteacher and designated senior member of staff.



# Appendices

## Appendix A. Letter to Parents



Dear Parent/Carer

At times your child may be required to take medication while they are at school. We have strict policies and procedures at Oak Lodge and Phoenix House regarding medication brought on site and any medical treatment your son/daughter may require.

To ensure these procedures are adhered to we ask parents/carers to support the staff to follow our rules regarding any type of medicine.

- **All medication should be handed to your child's escort or driver to pass on to the school upon arrival.**
- **If your child travels independently please contact the school prior to their arrival to inform a member of staff what medication they will be arriving with.**
- **Please ensure that all prescribed medication is packaged in the original packaging, clearly stating the dosage, the name of the medication and the name of the pupil. Please do not put medication into another pot or remove tablets from their original box. We will be unable to administer medication brought into school in this way and in some circumstances may have to send your child home.**

Due to recent government changes in legislation, we are unable to administer painkillers and household remedies to your child from our school supply. This includes paracetamol, ibuprofen, antihistamine and other home remedies.

Students who require these kinds of medications:

- **Must have a letter from their GP or Specialist confirming the type of medication, dosage and circumstances in which it should be administered.**
- **Must bring the medication into school in the original packaging clearly labeled with their full name and date of birth.**

If you have any questions regarding this, please feel free to email me at: [rmason@oaklodge.wandsworth.sch.uk](mailto:rmason@oaklodge.wandsworth.sch.uk) and I will respond as soon as I can.

Kind regards,

Ramona Mason

Medical Lead

101 Nightingale Lane, London SW12 8NA

Headteacher: Caroline Rowlandson

Deputy Headteacher: Christine Mukasa Assistant Head/Senco: Karen Duggan Stevens

T 020 8673 3453

[www.oaklodge.wandsworth.sch.uk](http://www.oaklodge.wandsworth.sch.uk)





## PARENTAL AGREEMENT ADMINISTERING PRESCRIPTION MEDICATION AT SCHOOL

Name of pupil:	Date of birth:
----------------	----------------

### Details of prescribed medication

Name of medicine	
Strength of medicine	
Expiry date of medicine	
Dosage - how much to give	
Frequency - what time/s of day	
Number of tablets given to the school	
Any other instructions	

### **IMPORTANT NOTE:**

**All Medicines must be sent to school in their original container/s as dispensed by the pharmacy with a clear prescription label.**

Parent/Carer's - daytime contact phone number	
Name of Doctor/GP	
Doctor/GP – daytime contact phone number	

I confirm that the above information is, to the best of my knowledge, accurate at the time of writing and I give consent to staff at Oak Lodge School to administer medicine in accordance with the Oak Lodge School Policy. I will inform Oak Lodge School immediately in writing if there is a change in dosage or frequency of the medication or if the medicine is stopped.

Parent's/Carers signature: .....

Print name: .....

Date: .....



## PARENTAL AGREEMENT ADMINISTERING NON-PRESCRIPTION MEDICATION AT SCHOOL

Name of pupil:	Date of birth:
----------------	----------------

### Details of medication

Name of medicine	
Strength of medicine	
Expiry date of medicine	
Dosage - how much to give	
Frequency - what time/s of day	
Quantity Received	
Any other instructions	

### **IMPORTANT NOTE:**

**All Medicines must be sent to school in their original container/s and clearly labelled with the student's full name and date of birth**

Parent/Carer's - daytime contact phone number	
Name of Doctor/GP	
Doctor/GP – daytime contact phone number	

I confirm that the above information is, to the best of my knowledge, accurate at the time of writing and I give consent to staff at Oak Lodge School to administer medicine in accordance with the Oak Lodge School Policy. I will inform Oak Lodge School immediately in writing if there is a change in dosage or frequency of the medication or if the medicine is stopped.

Parent's/Carers signature: .....

Print name: .....

Date: .....

## Appendix C.1 MAR Chart Example Daily Medication

### Prescribed Daily Medication

	<b>Name</b>	<b>DOB</b>	
	<b>ALLERGIES</b>		
	<b>Medication Name &amp; Strength</b>	<b>Prescribed Dose</b>	<b>Received Medication Quantity and Date</b>

W/B:	Route Date:	Monday	Tuesday	Wednesday	Thursday	Friday
	Total:					

W/B:	Route Date:	Monday	Tuesday	Wednesday	Thursday	Friday
	Total:					

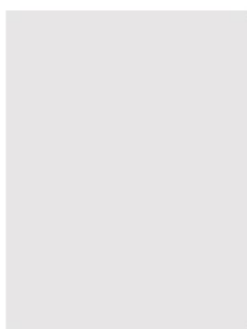
W/B:	Route Date:	Monday	Tuesday	Wednesday	Thursday	Friday
	Total:					

### Medication Sent Home

Date	Medication Name & Quantity Sent Home	Staff Name	Signature

## Appendix C.2 MAR Chart Example Multiple Daily Medications

### Prescribed Daily Medication



Name	DOB
<b>ALLERGIES:</b>	

Medication Name & Strength	Prescribed Dose	Received Medication Quantity and Date

W/B:	Route	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Dose						
Afternoon Dose						
Evening Dose						

### Medication Sent Home

Date	Medication Name & Quantity Sent Home	Staff Name	Signature

## Appendix C.3 MAR Chart Example Non-Prescription Medication

### Non-prescription medication

	<b>Name</b>	<b>DOB</b>
	<b>ALLERGIES</b>	

<b>Medication Name &amp; Strength</b>	<b>Dosage and other instructions</b>	<b>Received Medication Quantity and Date</b>

Date	Time	Dose given, reason, parents notified?	Staff Signature	

## Six Rights of Giving Medication

**Every time** you administer medication you **must** check:

- **Right Person**

Check the name on the prescription label. People can have very similar, or even the same names. Check that it matches the paperwork.

- **Right Medicine**

Many medicines have similar names so thoroughly check the name on the prescription. People may have multiple medications at differing times. Ensure you are giving the correct medication.

- **Right Dose**

No matter how many times you've done it in the past, always read the directions and measure correctly. Dosage must be confirmed by both staff present.

- **Right Time**

Check that it is the right time of day for that specific dose. Check to see when the medicine was last administered.

- **Right Route**

Confirm how the medication is administered (Oral, PEG, etc)

- **Right Documentation**

Ensure you are signing the correct paperwork. When signing the controlled drugs book take your time to avoid mistakes.







## Medication Incident Report

Error identified by:					Log number	
Student/s Name:						
Staff Member/s Involved:						
Incident date:	/	/	Incident time:	:		
Error identified date:	/	/	Error identified time:	:		
Error type: (please tick)	Signage Error		Missed Dose		Wrong Dose	
	Wrong Time		Wrong Medication		Other: (please specify)	
<b>Please describe the incident or error:</b> <ul style="list-style-type: none"> <li>Who was present?</li> <li>Where did it happen?</li> <li>Medication involved?</li> <li>Reason for error.</li> </ul>						
<b>Actions taken:</b> <ul style="list-style-type: none"> <li>Was medical advice sought?</li> <li>Was the student monitored?</li> </ul>						
<b>Student injury</b> (Must record on My Concern including body map)	Yes		No			
	Details of injury:					
<b>Outcomes and follow ups:</b> <ul style="list-style-type: none"> <li>Have parents/carers been notified? How? Record of conversation?</li> <li>How can this incident be avoided in the future?</li> </ul>						



## Medication Incident Report

Incident Recorded on 'My Concern'	Yes		No	
Staff injury logged in RIDDOR Accident Book	Yes		No	
Head of Care Informed	Yes		No	

Staff Name		Date:	
Staff Signature			
2 <sup>nd</sup> staff name if applicable		2 <sup>nd</sup> staff signature if applicable	
3 <sup>rd</sup> staff name if applicable		3 <sup>rd</sup> staff signature if applicable	

Head of Care only:

Debrief with staff	Yes		No		Debrief with student	Yes		No	
Parents/carer informed	Yes		No		Date				
					Time				

Head of Care		Signature	
Head Teacher		Signature	





## Pupil Self-medicating Assessment

<b>Student:</b>		<b>Date of Birth:</b>	
<b>Assessor:</b>		<b>Date of Assessment:</b>	

Question	Pupil Answer	Staff comments
What medication do you take?		
How much do you need to take?		
Why do you take you medication?		
When should you take your medication?		
How should you take your medication?		
Where is you medication kept and why is it important it is kept there?		
Who can you go to if you have any questions about your medication?		

**Additional comments**

**Signed**.....

## Additional Advice and Guidance

### British National Formulary

<https://bnfc.nice.org.uk/>

### Department of Education Guidance: Supporting Pupils at School with Medical Conditions 2015

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

### List of Most Commonly encountered drugs currently controlled under the misuse of drugs legislation

<https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>

### NICE Guidance: Controlled Drugs, Safe Use and Management

<https://www.nice.org.uk/guidance/ng46/resources/controlled-drugs-safe-use-and-management-pdf-1837456188613>

### The Misuse of Drugs (Safe Custody) Regulations 1973

<https://www.legislation.gov.uk/uksi/1973/798/contents/made>

### Royal Pharmaceutical Society Professional Guidance on the Safe and Secure Handling of Medicines

<https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines>