

# Medicines Policy

(in conjunction with the Peninsula Multi Academy Trust)

Document owner	Deputy Headteacher Curriculum
Committee	Curriculum
Frequency of review	Annually (or in line with changes to legislation)
Date of last review	January 2024
Date approved by Governors	25 January 2024
Date of next review	Spring 2025

Weatherhead High School is committed to the care and well-being of all staff and students. Staff do not have a statutory duty to give medicines or medical treatment. However, prescribed medicines will be administered to enable the inclusion of students with medical needs and to ensure their regular attendance in school.

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions'. The governing body of Weatherhead High School will ensure that these arrangements fulfil their statutory duties and follow guidance outlined in 'Supporting pupils at school with medical conditions' (December 2015).

Medicines will be administered to enable the inclusion of students with medical needs, promote regular attendance and minimise the impact on a student's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this may mean giving medicines or medical care.



**Signed**

Chair of Governors

**Date** January 2024

## **Organisation**

The governing body will develop policies and procedures to ensure the medical needs of students at Weatherhead High School are managed appropriately. They will be supported with the implementation of these arrangements by the Headteacher and school staff.

The Lead for Managing Medicines at Weatherhead High School is the Well-Being Co-Ordinator or in their absence the Student Services team. In undertaking their duties staff, will be guided by their training, this policy and related procedures.

## **Insurance**

Staff who follow the procedures outlined in this policy are covered under Weatherhead High School insurance policies. Details of the medical insurance are held by the School Business Manager.

## **Admissions**

When the school is notified of the admission of any student, the Lead for Managing Medicines will seek parental consent to administer short-term ad-hoc, non-prescriptions medication. An assessment of the student's medical needs will be completed; this might require a meeting and include the development of an Individual Health Care Plan (IHCP). In some cases, additional staff training may be needed. The school will endeavour to put arrangements in place to support an identified student as quickly as possible and the student will only be given the necessary medicine when both parties are confident that suitable and sufficient arrangements for the safe administration of medicine is in place.

## **Students with Medical Needs**

The school will follow Government guidance and develop an IHCP (Appendix 1) for students who:

- Have long term, complex or fluctuating conditions
- Require medication in emergency situations; for example, Asthma / Anaphylaxis

Parents/carers should provide Student Services with sufficient information about their child's medical condition and treatment/special care needed at school. Arrangements can then be made to ensure that the student's medical needs are managed well during their time in school.

## **Procedure for Establishing IHCP**

The parent/carer or healthcare professional should inform school that a child:

- has been newly diagnosed
- is due to attend a new school
- is due to return to school following a long-term absence
- has medical needs that have changed

A meeting or telephone call will take place to discuss and agree on the need for an IHCP. The IHCP is completed by relevant trained staff in conjunction with the parent/carer and/or healthcare professional and sent to parent/carer and is signed by all parties.

On receipt of the signed documents by Student Services, the relevant staff will be notified that an IHCP has been created for a student and will be provided with a copy of IHCP.

All IHCPs will be reviewed on an annual basis unless there are medical changes notified to school by the parent/carer prior to the end of year.

## **All Prescribed and Non-Prescribed Medication**

Students should not bring any medication to school for self-administration. On no account should students come to school with medicine if they are unwell. If they wish, parents may call into the school and administer medicine to their child. This must be a pre-arranged visit.

The school will keep a small stock of paracetamol and antihistamine for administration with parental consent for symptoms that arise during the school day.

All other medication must **always** be supplied by the parent/carer in the original pharmacist's container and the following information must be clearly visible:

- Student name
- Name of medicine
- Dosage
- Medicine expiry date

The details of the possible side effects must also be provided (for example, the manufacturer's instructions and/or patient information leaflet). The only exception to this is insulin which will generally be stored inside an insulin pump or pen rather than the original container.

No student will be given prescribed or non-prescribed medication without a fully completed consent form.

## **Confidentiality**

School staff should treat medical information confidentially. It is expected that staff who have contact with a student with medical needs will, as a minimum, be informed of the student's condition and know how to respond in a medical emergency.

## **Consent to Administer Medication**

### **Prescription Medicines**

Medicine should only be brought to school when it is essential to administer it during the school day.

'Parental agreement for school to administer medicine' (Appendix 2) must be completed prior to medication being given. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Administration will be recorded using the Student Services database and a note will be made in the student's planner to inform parents/carers.

Parents/carers are expected to take back any remaining medicine once the prescribed course has been completed.

### **Non-Prescription Medicines**

Parents/carers must complete Appendix 3, granting consent for their child to be administered with non-prescription medication.

Under circumstances where it is deemed that their administration is required to allow a student to remain in school the school will administer paracetamol and antihistamine.

A small stock of standard paracetamol and antihistamine will be kept by the school for administration if symptoms develop during the school day.

ONLY the following will be administered following the necessary procedures:

- Standard paracetamol will be administered in tablet form for the relief of pain; for example, period pain, migraine. School will hold sachets of liquid paracetamol for students who have difficulty taking pain relief in tablet form.
- Non-prescription antihistamine will, with parental consent, be administered for symptoms of mild allergic reaction (for example, itchy eyes or skin, rash or/and redness of the skin or eyes); the student will be monitored for signs of further allergic reaction.

Only one dose of any of the above medications suitable to the weight and age of the student will be administered during the school day.

The school will not administer ibuprofen at all during the school day unless it has been prescribed by a doctor.

The school will not administer alternative treatments (for example, homeopathic or herbal potions, pills or tinctures or nutrition supplements) unless prescribed or recommended by a doctor and detailed on an IHCP. Similarly, the school will not administer aspirin or ibuprofen unless prescribed.

The storage and administration for non-prescription medication will be treated as prescription medicines.

### **Protocol for the Administration of Paracetamol**

If a request for paracetamol is made by a student before 12.30pm the following procedure must be followed:

- The school will contact the parent/carer and confirm that a dose of paracetamol was NOT administered before school. The parents/carers and if appropriate the student will also be asked if they have taken any other medication containing pain relief medication; for example, decongestants such as Sudafed, cold and flu remedies such as Lemsip or medication for cramps such as Feminax. If a dose of pain relief has not been administered in the past four hours the school will, with parental consent, administer one dose.
- If the school cannot contact the parent/carers and, therefore, cannot confirm if paracetamol was administered before school, the school will not administer pain relief.
- If a dose of paracetamol has been administered before school, the school will not administer paracetamol until four hours have elapsed since the last dose (assume 8.30am); no more than 4 doses can be administered in 24 hours.

If a request for paracetamol is made after 12.30pm:

- The school will assume the recommended time between doses has elapsed and will, with parental consent (Appendix 3), administer one standard dose of paracetamol without any need to confirm with the parent/carer if a dose was administered before school. The student will still be asked if they have taken any other medication containing pain relief medication and this conversation will be recorded.
- The school will inform the parent/carer via a note in the student's planner if paracetamol has been administered.

**Student Services staff will contact parents if a student requires paracetamol more than four times in a two-week period.**

The school will NOT administer non-prescription medication:

- as a preventative measure; i.e., in case the student develops symptoms during the school day
- for more than 48 hours – parents will be advised if symptoms persist to contact their child's doctor
- that is to be sucked; for example, coughs sweets or lozenges

The Student Services team will monitor closely which students receive non-prescribed medication and will contact home to raise concerns or recommend parents/carers take their child to the GP if they frequently request non-prescribed medication.

## **Specific Conditions**

### **1. Asthma**

The school recognises that students with asthma need access to relief medication at all times. **Students with asthma must carry an emergency inhaler and a spacer (if prescribed) in school at all times.** The school will ask the student's parent/carer to provide a second inhaler which will be labelled and stored in the main reception. The school will also keep a salbutamol inhaler for emergency use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required; a record of these communications will be kept. Appendix 4 must be completed for students with severe asthma. A child who is experiencing an asthma attack will never be left unsupervised.

### **2. Anaphylaxis**

Where a doctor has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the student's IHCP (Appendix 1).

If a student presents with a mild allergic reaction, the school will administer one standard dose of antihistamine (appropriate to age and weight of the student) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time the student will never be left alone and should be observed at all times.

**If symptoms develop or there are any signs of anaphylaxis, then the student will have an adrenaline auto injector administered if they have one prescribed. An ambulance will be called and the parents informed.**

The school will ask the parent/carer to provide a spare auto-injector for school use which will be labelled and stored in the main reception. **An auto-injector must be carried by the student at all times, including when on residential and school trips.**

Parents are responsible for ensuring that the medication is within the expiry date and to update the school of any changes. The school will communicate with the parents if new medication is required and a record of these communications will be kept.

The school will keep an auto-injector in school for emergency use. The school's auto-injector should only be used on students known to be at risk of anaphylaxis and where parental consent has been obtained when completing the student's IHCP. The school's auto-injector will only be administered to a student whose own prescribed device cannot be administered correctly without delay.

**Every effort will be made by the school to identify and reduce the potential hazards / triggers that can cause an allergic reaction to students diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommendation that staff are trained in the administration of auto injectors and that training is renewed annually.**

### **3. Hay Fever**

Parents/carers will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure. Prior to administering antihistamine, the school will always make contact with home to ensure that the student has not already received a dose that day.

### **Storage and Access to Medicines**

All medicines will be stored securely in the Student Services Office. Asthma inhalers and adrenaline auto injectors, will be kept under supervision in the main reception. Medicines that require refrigeration are kept in the fridge in the Student Services Office and will be clearly labelled. Medicines are always stored in the original pharmacist's container with the patient information leaflet and the prescription label.

## **Record Keeping**

For legal reasons, records of all medicines administered are kept at the school until the student reaches the age of 24. This includes medicines administered by staff during all educational or residential visits.

## **Recording Errors and Incidents**

If for whatever reason there is a mistake made in the administration of medication and the student is:

- given the wrong medication
- given the wrong dose
- given medication at the wrong time (insufficient intervals between doses)
- given medication that is out of date
- given medication when they are not a student in receipt of medication

Incidents must be reported to a member of the Senior Leadership Team who will immediately inform the student's parent/carer. If necessary medical advice will be sought and acted upon. A record of the incident will be retained on the student's file and the school Health & Safety incidents register.

## **Staff Training**

The school will ensure that all staff who may occasionally need to administer a medicine are trained in the administration procedure by the person who has completed the Managing Medicines course.

Qualified first aiders and other staff who have received training in administering medication receive training to safely administer an auto-injector and asthma inhaler in an emergency. A record of all training is maintained to show the date of training for each member of staff and when repeat or refresher training is required.

## **Educational Visits / Residential Visits**

Staff will administer prescription medicines to students when required during educational visits. To assist with this, parents should ensure they complete Appendix 2 and supply a sufficient amount of medication, labelled and in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff and students must not carry non-prescription medication for self-administration whilst on a school trip.

For travel sickness, medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/carer in its original packaging with the patient information leaflet if available.

Where relevant, a copy of the student's IHCP will be taken on a visit and detailed arrangements relating to the management of their medication during the visit should be included in the plan.

Occasionally it may be necessary to administer non-prescription medicines as described in this policy. The school will keep its own supply of paracetamol and antihistamine for administration to students during a school trip. Parents must give written consent prior to the school trip and sign to confirm that they have administered the medication to their child previously without adverse effect.

If medication is administered on a school trip a record is kept and passed to Student Services on return.

## **Complaints**

Issues arising from the medical treatment of a student whilst in school or on a school trip will be managed in line with the school's Complaints Policy.

**Appendix 1: INDIVIDUAL HEALTH CARE PLAN (IHCP) for Student with Complex Medical Needs**



Name of Student:	DOB:	Student Photograph:
Medical / Physical Condition or Diagnosis:		
SEND (Code of Practice) Stage:	Year Group:	

Date of IHCP:	People Present at Meeting:
Date for Review:	
Person Responsible for IHCP:	

Professional / Family Contacts (include who to contact in an emergency or for medical advice, including, if relevant, details of any healthcare professionals and/or hospital department and family emergency contact details):

Important Information about the Condition:

Medication (detail different medication and requirements for administration):



Refer to DfE publication 'Supporting Pupils at School with Medical Conditions' (2014)

Emergency Situations & Procedures:

Students with Diabetes who require Insulin or Anaphylaxis who are in possession of an Auto-Injector:

Parental consent is given for student to carry their own insulin	Yes		No		N/A	
Parental consent is given for student to carry their own auto-injector	Yes		No		N/A	
Consent is given for school to administer the school's spare auto-injector if the student's own prescribed device cannot be administered without delay	Yes		No		N/A	
I agree that I will explain to my child that they must keep their diabetes medication / auto-injector in their bag and that under no circumstances should they give their medication to any other student	Yes		No		N/A	

Fire – Personal Emergency Evacuation Plan (PEEP):

Has a PEEP been developed? (If yes, please attach to the IHCP)	Yes		No		N/A	
--	-----	--	----	--	-----	--

**For guidance on completing a PEEP contact Wirral Local Authority's Health & Safety Department by telephoning 0151 666 5601**

Daily Management Issues / Requirements:

Specific Moving / Handling Advice:

**School should refer to Wirral Local Authority's Health & Safety Policy & Guidance Document HS/ECS/014 - 'Safer Lifting & Handling Techniques'**

Equipment Used in School:

**New equipment may need to be set up by the occupational therapist that ordered it. School should liaise with the Occupational Therapy Department once the equipment has been delivered 0151 334 4000 extension 5208). Staff involved in moving children in wheelchairs should have access to the wheelchair's user manual to familiarise themselves with the wheelchair's operation. This will be available from parents for the school to copy.**

**Educational Implications**

Particular Advice to Subject Areas (Including PE):

Homework:

Examinations Access Arrangements or Special Considerations:

Off-Site Activities (Including Residential and Work Experience):

**For advice about accessible vehicles contact Wirral Local Authority's Transport Department (0151 666 4229)**

Adult Support / Main Carer in School (provide details of individual and outline support provided):

Outline any other Issues / Important Information:

Parent / Carer Signature:

Date:

Signature of School Representative:

Date:

## Appendix 2: Parent / carer consent for school to administer prescribed medicine.

The school is unable to administer medication to your child unless you complete and sign this form.

**NOTE: All medication needs to be in its prescribed box with pharmacy label attached and patient information leaflet inside.**

Date	
Student's Name	
Student's Date of Birth	
Student's Year Group	
Medical Condition	
Name and strength of medication	
How should medication be stored?	
Dosage & method of administration	
When to be given	
Any further instructions	
<b>Parent / Carer Contact Details</b>	
Name (Contact 1)	
Daytime Contact Number (Contact 1)	
Relationship to Child (Contact 1)	
Name (Contact 2)	
Daytime Contact Number (Contact 2)	
Relationship to Child (Contact 2)	
Name (Contact 3)	
Daytime Contact Number (Contact 3)	
Relationship to Child (Contact 3)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent / Carer Signature:

Date:

Signature of School Representative:

Date:

If more than one medicine is to be given a separate form should be completed for each one.

Please return the completed form to Student Services.

### Appendix 3: Parent / carer consent for school to administer short-term non-prescribed medicines



The school will not administer medication unless this form is completed and signed by parents / carers. This information will be kept securely on your child's school records. If further information is needed, we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

Student's Name:	
Student's DOB:	
Year Group:	
Form Group:	

The Medicines Policy permits school to administer the following non-prescription medication if your child develops the relevant symptoms during the school day. Students will be given a standard dose suitable to their age and weight. A note will be made in your child's planner to inform you when the school has administered medication.

Tick the non-prescription medications listed below that you give consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect. Please keep the school informed of any changes to this consent.

<b>Paracetamol</b>	
<b>Anti-histamine</b>	

Parent / Carer Signature:

Date:

Print Name:

Please return this completed form to the Student Services office.

## Appendix 4: Healthcare plan for students suffering from asthma

Date			
Student's Name			
Student's Date of Birth			
Student's Year Group			
Does your child need an inhaler in school?	Yes		No
Does your child carry their own inhaler?	Yes		No
Have you provided a clearly labelled inhaler to the school?	Yes		No
Please provide information about your child's current treatment (including name and type of inhaler, the dose and how many puffs)			
Do they have a spacer?	Yes		No
If yes, have you provided a spacer to school?	Yes		No
What triggers your child's asthma?			
Does your child need a blue inhaler before doing exercise / PE? If so, how many puffs?	Yes		No
If yes, how many puffs?			
Do you give consent for the treatment detailed at the bottom of this form to be given to your child as recognised by Asthma Specialists in an emergency?	Yes		No
Any further instructions			
<b>Parent / Carer Contact Details</b>			
Name (Contact 1)			
Daytime Contact Number (Contact 1)			
Relationship to Child (Contact 1)			
Name (Contact 2)			
Daytime Contact Number (Contact 2)			
Relationship to Child (Contact 2)			
Name (Contact 3)			
Daytime Contact Number (Contact 3)			
Relationship to Child (Contact 3)			

It is advised that students have a spare inhaler in school. Spare inhalers may be required in the event that the first inhaler runs out, is lost or forgotten. Inhalers must be clearly labelled with your child's name and must be replaced before they reach their expiry date. The school will also keep a salbutamol inhaler for emergency use.

## Administration of Salbutamol Inhaler Procedure

- **Give six puffs of the blue inhaler via a spacer**
- Reassess after five minutes
- If the child still feels wheezy or appears to be breathless administer a further four puffs of the blue inhaler via a spacer
- Reassess after five minutes
- **If their symptoms are not relieved with 10 puffs of blue inhaler then this should be viewed as a serious attack:**
- **CALL AN AMBULANCE and CONTACT PARENTS / CARERS**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

Please sign below to confirm you agree the following:

- I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school.
- I give consent for the school to administer my child's inhaler in accordance with the emergency treatment detailed above.
- I agree that the school can administer the school emergency salbutamol inhaler if required.
- I agree that my child's medical information can be shared with school staff responsible for their care.

Parent / Carer Signature:

Date:

Print Name:

Please return this completed form to the Student Services office. Please remember to inform the school if there are any changes in your child's treatment or condition.