

# **CHILDREN AND YOUNG PEOPLE'S DEPARTMENT**

## **POLICY & GUIDANCE**

### **A MANAGEMENT GUIDE TO ADMINISTRATION OF MEDICINES IN SCHOOLS & EARLY YEARS SETTINGS**

**HS/ECS/060**

**DATED: April 2010**

**This document replaces  
Section 2 HS/ECS/043  
A Management Guide to Childhood Illnesses  
and Communicable Diseases**

# A Management Guide to the Administration of Medicines in Schools and Early Years Settings

| Contents  | Page  |
|---|-------|
| 1. Introduction   | 3     |
| 2. Children with Medical Needs                                      | 3     |
| 3. Access to Education and Associated Services                      | 3     |
| 4. Support for Children with Medical Needs                          | 4     |
| 5. Home to School Transport   | 5     |
| 6. Developing Policies  | 5     |
| 7. Additional Sources of Information                                | 6-7   |
| 8. Model Policy for Schools and Early Years Settings                | 8-18  |
| 9. Appendix 1 - List of Forms                                       | 19    |
| 10. Managing Medicines Checklist                                    | 20    |
| 11. Form 1 Contact the Emergency Services                           | 21    |
| 12. Form 2 Health Care Plan   | 22-23 |
| 13. Form 3A Parental Agreement to administer medicines (short term) | 24    |
| 14. Form 3B Parental Agreement to administer medicines (long term)  | 25    |
| 15. Form 4 Head Teacher's agreement to administer medicines         | 26    |
| 16. Form 5 Record of medicine administered to an individual child   | 27-28 |
| 17. Form 6 Record of medicines administered to all children         | 29    |
| 18. Form 7 Request for child to carry his/her own medicine          | 30    |
| 19. Form 8 Staff training record – administration of medicines      | 31    |
| 20. Form 9 Authorisation for the administration of rectal diazepam  | 32-33 |

# Managing Medicines in Schools & Early Years Settings

## *Wirral Council – Children & Young People’s Department*

### 1) Introduction

The following guidance and model policy draw directly on advice contained within DCSF publication ‘*Managing Medicines in Schools and Early Years Settings*’: DCSF/Department of Health 2005 Ref 1448-2005 DCL-EN

The DCSF publication provides updated guidance on managing medicines in schools and early years settings, and replaces the earlier DFEE/DoH guidance *Supporting Pupils with Medical Needs: a Good Practice Guide*, and circular 14/96 *Supporting Schools with Medical Needs in School*, which were published in 1996.

The document sets a clear framework within which Local Authorities, NHS Primary Care Trusts, schools, early year’s settings and families are able to work together. This ensures that children requiring medicines receive the support they need, and schools and staff work within approved guidelines.

The document should be regarded as an essential reference point when schools and settings are dealing with issues which may not be directly covered in their own policy. *However, schools and settings must have in place their own policies regarding managing medicines, including out of hours provision.*

Copies are available from DCSF publications distribution centre telephone: 0845 6022260 or DCSF Online Publications website –

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-1448-2005>

References to ‘schools’ should be taken to include extended school provision, where this is in place.

### 2) Children with Medical Needs

Children with medical needs have the same rights of admission to a school or setting as other children.

### 3) Access to Education and Associated Services

- a) Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his abilities to carry out normal day-to-day activities.
- b) Under Part 4 of the DDA, responsible bodies for schools (including nursery schools) must not discriminate against disabled pupils in relation to their access to education and associated services – a broad term that covers all aspects of school life including school trips, clubs and activities. Schools should be making reasonable adjustments for disabled children, including those with medical needs at different levels of school life; and for the individual disabled child, in their practices and procedures and in their policies.
- c) Schools are also under a duty to plan strategically to increase access, over time, for disabled children, including those with medical needs.

- d) Like schools, early years settings not constituted as schools, including childminders and other private, voluntary and statutory provision covered by Part 3 of the DDA should be making reasonable adjustments for disabled children, including those with medical needs.
- e) The National Curriculum Inclusion Statement 2000 emphasises the importance of providing effective learning opportunities for all pupils, in terms of:
  - Setting suitable learning challenges
  - Responding to pupils' diverse needs
  - Overcoming potential barriers to learning

If schools or settings encounter difficulties in making adjustments to accommodate children with medical needs, advice may be sought from the Local Authority. Contact Julie Hudson, Physical Medical Needs Coordinator.

#### 4) Support for Children with Medical Needs

- a) Parents/carers have the prime responsibility for their child's health and should provide schools and settings with *detailed* information about their child's medical condition.
- b) There is no legal duty that requires school or setting staff to administer medicines except in the case of below. Some support staff may have such a role in their contract of employment. Schools should ensure that they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.
- c) Anyone caring for children including teachers, other school staff and day care staff in charge of children, has a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips. (p35 DCSF Guidance).
- d) Regarding non-maintained early years settings, the registered person has to arrange who will administer medicines within a setting.
- e) Employees of this Local Authority and Foundation and Voluntary Aided Schools who purchase Risk Insurance from the Authority, who are not medical healthcare professionals will be supported by their school/setting and the Local Authority in carrying out specified duties, and covered by the Local Authority's insurance arrangements provided that they follow this policy, act in good faith and act in accordance with their training.
- f) Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals. *They will be made aware of the correct procedures to follow in administering medicines, and procedures in the event of the child not reacting in the expected way.* The school should arrange training through their School Nurse Manager.

## 5) Home to School Transport

- a) The Local Authority has a duty to ensure that pupils are safe during journeys. Appropriate training should be provided to School Escorts as required.
- b) Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines.
- c) Where pupils have life-threatening conditions, specific health care plans (or specific essential information from the plan) should be carried on vehicles. Advice should be sought from the pupil's school, and input will be needed from parents/carers and the responsible medical practitioner. The care plans should specify the steps to be taken to support the normal care of the pupil, as well as the appropriate responses to emergency situations.
- d) Some pupils are at risk of severe allergic reactions. Risks can be minimised by not permitting eating on vehicles.

## 6) Developing Policies

- a) Employers, including Local Authorities and school governing bodies, must have a health and safety policy by law. Schools and settings should review existing health and safety policies in order to ensure that they incorporate the management of medicines and the support of children with medical needs.
- b) The registered person in early year's settings, which can legally be a management group rather than an individual, is responsible for the health and safety of children in their care. The legal framework for registered early year's settings is derived from both health and safety legislation and the Statutory Framework for Early Years Foundation Stage dated May 2008.
- c) Settings outside the LA **must** take out Employers Liability Insurance to provide cover to staff acting within the scope of their employment. Employers should make sure that their insurance arrangements provide full cover in respect of these actions.
- d) Head teachers and governors of schools may also want to ensure that policy and procedures are compatible and consistent with any registered day care (e.g. Out of School Club) operated by them or an external provider on the school premises.
- e) Policies should aim to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents/carers and staff should back up the policy.
- f) A policy needs to be clear to all staff, parents/carers and children. It could be included in the prospectus, or in other information for parents/carers.

## 7) Additional Sources of Information

Health Protection Agency Guidance on Infection Control in Schools and other Childcare Settings.

[http://www.hpa.org.uk/infections/topics\\_az/schools/schools\\_guidelines\\_2006.pdf](http://www.hpa.org.uk/infections/topics_az/schools/schools_guidelines_2006.pdf)

Charity for People with Coeliac Disease

[http://www.coeliac.co.uk/coeliac\\_disease/default.asp](http://www.coeliac.co.uk/coeliac_disease/default.asp)

Allergy UK - National Medical Charity Dealing with Allergies

<http://www.allergyuk.org/>

Diabetes UK

<http://www.diabetes.org.uk>

British Epilepsy Association

<http://www.epilepsy.org.uk>

Asthma UK School Policy Guidelines

<http://www.asthma.org.uk/document.rm?id=160>

CYPD's Policy & Guidance Documents – [www.wirral-  
mbc.gov.uk/healthandsafety/asp.index](http://www.wirral-<br/>mbc.gov.uk/healthandsafety/asp.index)

HS/ECS/058 Principles of Infection Control and Arrangements for Dealing with Bodily Fluids

[http://www.wirral-  
mbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-  
058%20PRINCIPLES%20FOR%20THE%20CONTROL%20OF%20INFECTION.doc](http://www.wirral-<br/>mbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-<br/>058%20PRINCIPLES%20FOR%20THE%20CONTROL%20OF%20INFECTION.doc)

HS/ECS/059 Procedures for Dealing with Discarded Needles/Sharps and Needlestick Injuries.

[http://www.wirral-  
mbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-  
059%20Procedure%20for%20Dealing%20with%20discarded%20needles-  
syringes%20and%20needlestick%20injuries.doc](http://www.wirral-<br/>mbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-<br/>059%20Procedure%20for%20Dealing%20with%20discarded%20needles-<br/>syringes%20and%20needlestick%20injuries.doc)

CYPD's Health & Safety Section

Mrs Debbie Todd  
0151 666 4693  
Mrs Jeanne Fairbrother  
0151 666 5601

CYPD's Physical & Medical Needs Coordinator

Mrs J Hudson  
0151 643 7103  
Mrs J Catton  
0151 643 7101

School Nurse Manager (Clatterbridge Hospital)

Mrs S Edwards  
0151 334 4000 ext 5201

Health Protection Agency – Lead Nurse

Mrs H Oulton  
0151 604 7750

The following **Model Policy** is offered for incorporation, or as a basis for incorporating the management of medicines, into the Health and Safety policy of schools and settings in Wirral.

## **SCHOOL/ SETTING NAME:**

# **Managing Medicines**

This school/setting is committed to reducing the barriers to sharing in school/nursery life and learning for all its pupils. This policy sets out the steps which the school/setting will take to ensure full access to learning for all its children who have medical needs and are able to attend school.

N.B. Paragraph numbers refer to the DCSF publication '*Managing Medicines in Schools and Early Years Settings*':

### **1. Managing prescription medicines which need to be taken during the school day.**

- 1.1 Parents/carers should provide full *written* information about their child's medical needs.
- 1.2 Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day.  
*Paragraph 37*
- 1.3 The school/setting will **not** accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.  
*Paragraph 26*
- 1.4 The school/setting should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The school will inform parents of this policy. *Paragraph 25*
- 1.5 Some medicines prescribed for children (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber's instructions. A child may legally have a prescribed controlled drug in their possession. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- 1.6 Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:
  - Name of child
  - Name of medicine
  - Dose
  - Method of administration
  - Time/frequency of administration
  - Any side effects
  - Expiry date*Paragraph 51*
- 1.7 The school/setting will refer to the DCSF guidance document when dealing with any other particular issues relating to managing medicines.

## 2. Procedures for managing prescription medicines on trips and outings and during sporting activities

2.1 The school/setting will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.

*Paragraph 56*

2.2 If staff are concerned about how they can best provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP. Please refer to the DCSF guidance on planning educational visits.

*Paragraph 58*

2.3 The school/setting will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan. *Paragraph 60*

2.4 Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

*Paragraph 61*

2.5 The school/setting must cooperate with the Local Authority in fulfilling its responsibilities regarding home to school transport. (see above). This may include giving advice regarding a child's medical needs.

*Paragraph 64*

## 3. The roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines

3.1. Close co-operation between schools, settings, parents/carers, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

3.2. It is important that responsibility for child safety is clearly defined and that each person responsible for a child with medical needs is aware of what is expected of them.

3.3. The school/setting will always take full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of medicines.

3.4. The school/setting will always designate a minimum of two people to be responsible for the administering of medicine to a child.

3.5. Staff should **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers. Where the Head teacher agrees to administer a non-prescribed medicine it **must** be in accordance with this policy. The school will inform parents of this policy.

- 3.6. Criteria in the national standards for under 8's day care make it clear that non-prescription medicines should not normally be administered. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Form 5 or 6 and the parents/carers informed. If a child suffers from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP.
- 3.7. Non-prescription medicines can be administered in Early Years Settings if parents/carer requests that staff give a "scheduled follow on" dose to treat minor symptoms – teething discomfort, slightly raised temperature, if they have given the child a dose whilst at home, prior to attending the setting.
- 3.8. National Guidance states: 'A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.' The school/setting will inform parents of this policy. (*Paragraph 35*)
- 3.9. Any controlled drugs which have been prescribed for a child must be kept in fixed locked cupboard in a secure location, except where pupils manage their own medication.
- 3.10. If a child refuses to take medicine, staff will not force them to do so. Staff should record the incident and follow agreed procedures (which should be set out in the policy or the child's Health Care Plan). Parents/carers will be informed of the refusal on the same day. If refusal results in an emergency, the school/settings normal emergency procedures will be followed.  
(*Paragraph 49*).

**If in doubt about a procedure, staff should not administer the medicine, but check with the parents or a health professional before taking further action.**

N.B. *The DCSF guidance document gives a full description of roles and responsibilities Paragraphs 66 to 102.*

#### **4. Parental responsibilities in respect of their child's medical needs**

- 4.1. It is the parents'/carers' responsibility to provide the headteacher with sufficient *written* information about their child's medical needs if treatment or special care is needed.
- 4.2. Parents are expected to work with the headteacher to reach an agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy.
- 4.3. The Head and staff should always treat medical information confidentially. The Head should agree, in writing, with the child where appropriate, or otherwise the parent/carer, who else should have access to records and other information about a child.
- 4.4. If parents/carers have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate.
- 4.5. It is the parents/carers' responsibility to keep their children at home when they are acutely unwell.  
*Paragraph 83*

- 4.6. It requires only one parent/carer to agree to or request that medicines are administered to a child. It is likely that this will be the parent with whom the school or setting has day-to-day contact.
- 4.7. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child. (See specimen forms 3A and 3B).

## **5. Assisting children with long-term or complex medical needs**

Where there are long-term medical needs for a child, including administration of medicine a Health Care Plan should be completed, using Form 2, involving both parents/carers and relevant health professionals.

- 5.1. A Health Care Plan clarifies for staff, parents/carers and the child the help that can be provided. It is important for staff to be guided by the school nurse or the child's GP or paediatrician.
- 5.2. The new school/setting will agree with parents/carers how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently. *Paragraph 119*
- 5.3. The school/setting will judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a pupil's age and need to take personal responsibility. *Paragraph 120*
- 5.4. Developing a Health Care Plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual child. *Paragraph 121*
- 5.5. In addition to input from the school health service, the child's GP or other health care professionals depending on the level of support the child needs, those who may need to contribute to a health care pro forma include the:
  - Headteacher or head of setting
  - Parent or carer
  - Child (if appropriate)
  - Early Years Practitioner/Class Teacher - Primary schools/Form Tutor/Head of Year - secondary schools
  - Care assistant or support staff
  - Staff who are trained to administer medicines
  - Staff who are trained in emergency procedures *Paragraph 122*
- 5.6. The school/setting will consult the DCSF publication '*Managing Medicines in Schools and Early Years Settings*' when dealing with the needs of children with the following common conditions:
  - Asthma
  - Epilepsy
  - Diabetes
  - Anaphylaxis *Paragraphs 131 – 193*

- 5.7 Regarding epilepsy, some children may be prescribed rectal diazepam as a treatment for prolonged seizures. Staff involved must have received training from local health services. A written authorisation from the GP, Consultant or Epilepsy Specialist Nurse must have been received for each child, along with instructions for use. Form 9 may be used for this purpose. Two adults must be present for such treatment, at least one being of the same gender as the child. The dignity of the child must be protected as far as possible.

## **6. Off-site Education or Work Experience for Secondary School Pupils**

- 6.1. The school has responsibility for an overall risk assessment of any off-site activity, including issues such as travel to and from the placement and supervision during non-teaching time or breaks and lunch hours. This does not conflict with the responsibility of the college or employer to undertake a risk assessment to identify significant risks and necessary control measures when pupils below the minimum school leaving age are on site. *Paragraph 127*
- 6.2. The school will refer to the DCSF guidance Work Related Learning and the Law DCSF/0475/2004, the Health and Safety Executive and the Learning and Skills Council for programmes that they are funding e.g. Increased Flexibility Programme.
- 6.3. The school is also responsible for pupils with medical needs who, as part of Key Stage 4 provision, are educated off-site through another provider such as the voluntary sector, E2E training provider or further education college. The school will comply with LEA policy on the conduct of risk assessments before a young person is educated off-site or has work experience. *Paragraph 126*
- 6.4. The school is responsible for ensuring that a work place provider has a health and safety policy which covers each individual student's needs.
- 6.5. Parents/carers and pupils must give their permission before relevant medical information is shared on a confidential basis with employers. *Paragraph 128*

## **7 Policy on children carrying and taking their prescribed medicines themselves**

An example of this would be a child with asthma using an inhaler.

- 7.1 *It is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines. If such medicines are taken under supervision, this should be recorded.* *Paragraph 45*
- 7.2 There is no set age when a child or young person can take responsibility for their own medication. This needs to be a joint decision between school, parents/carers and the pupil. Please refer to Form 7. *Paragraph 46*
- 7.3 Where pupils have been prescribed controlled drugs, these must be kept in safe custody. Pupils could access them for self-medication if it was agreed that this was appropriate. *Paragraph 48*

## **8 Staff support and training in dealing with medical needs**

- 8.1 The school/setting will ensure that there are sufficient members of support staff who manage medicines. This will involve participation in appropriate training.

- 8.2 Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child **does so voluntarily** and will have appropriate training and guidance. They will also be made aware of possible side effects of the medicines, and what to do if they occur. The type of training necessary will depend on the individual case.
- 8.3 **Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.**
- 8.4 The school/setting will ensure that staff receive proper support and training where necessary, in line with the contractual duty on headteachers to ensure that their staff receive the training. The headteacher or teacher in charge of a setting will agree when and how such training takes place, in their capacity as a line manager. The head of the school or setting will make sure that all staff and parents/carers are aware of the policy and procedures for dealing with medical needs.  
*(Paragraph 83)*
- 8.5 Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.
- 8.6 The child's parents/carers and health professionals should provide the information specified above.
- 8.7 All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- 8.8 Back up cover should be arranged for when the member of staff responsible is absent or unavailable.
- 8.9 At different times of the day other staff, such as lunchtime supervisors, may be responsible for children. They will also be provided with training and advice.

## 9 **Record keeping**

- 9.1 Parents/carers should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber. Any change in prescription should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.  
*Paragraph 50*
- 9.2 The school will use Form 3A to record short-term administration of medication. Consent forms should be delivered personally by the consenting parent/carers. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.
- 9.3 The school will use Form 3B to record long-term administration of medication. Consent forms should be delivered personally by the consenting parent/carers. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

- 9.4 It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school/setting. It is not the school's /setting's responsibility.
- 9.5 Form 4 should be used to confirm, with the parents/carers, that a member of staff will administer medicine to their child. *Paragraph 52*
- 9.6 (For Early Years Settings) This setting will keep written records of all medicines administered to children, and make sure that parents/carers sign the record book to acknowledge the entry. (All Early Years settings must do this.) *Paragraph 54*
- 9.7 Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Some schools keep a logbook for this. Forms 5 and 6 provide example record sheets. This school **will/will not** keep a logbook of medicines given. *Paragraph 55*

## 10. Safe storage of medicines

- 10.1 The school/setting will only store, supervise and administer medicines that has been prescribed for an individual child.
- 10.2 Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- 10.3 Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, the method and frequency of administration, the time of administration, any side effects and the expiry date.
- 10.4 Where a child needs two or more prescribed medicines, each will be in a separate container.
- 10.5 Non-healthcare staff will never transfer medicines from their original containers. *Paragraph 107*
- 10.6 Children will be informed where their own medicines are stored and who holds the key.
- 10.7 All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.
- 10.8 Schools may allow children to carry their own inhalers. This school/setting will/will not do so.
- 10.9 Other non-emergency medicines will be kept in a secure place not accessible to children. *Paragraph 108*
- 10.10 A few medicines need to be refrigerated. They *can* be kept in a refrigerator containing food but *must* be in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines. It is acceptable for a staff room fridge to be used for storage, as long as medical items are clearly labelled. *Paragraph 109*

- 10.11 Access to Medicines - Children need to have immediate access to their medicines when required. The school/setting will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed. This will be considered as part of the policy about children carrying their own medicines. *Paragraph 111*

## 11. Disposal of Medicines

- 11.1 Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. *Return of such medicines to parents should be documented.*
- 11.2 All medicines should be returned to the parent/carer when no longer required in order to arrange safe disposal (by returning to the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label). Under no circumstances should unused medication be handed over to pupils. Parents/carers should also collect medicines held at the end of each term. If parents/carers do not collect all medicines, they will be taken to a local pharmacy for safe disposal. *This process should be documented. Paragraph 112*
- 11.3 Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged with the Local Authority. *Paragraph 113*

## 12. Hygiene and Infection Control

- 12.1 All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures
- 12.2 Staff will have access to protective disposable gloves and will take care when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment. See CYPD's Policy and Guidance Document HS/ECS/058 Principles of Infection Control and Arrangements for Dealing with Bodily Fluids.
- 12.3 OfSTED guidance provides an extensive list of issues that early years providers should consider in making sure settings are hygienic. *Paragraph 114*
- 12.4 The Education (School Premises) Regulations 1999 require every school to have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured pupils. It **must** contain a washbasin and be reasonably near a water closet. It **must not** be teaching accommodation. If this room is used for other purposes as well as for medical accommodation, the body responsible **must** consider whether dual use is satisfactory or has unreasonable implications for its main purpose. The responsibility for providing these facilities in all maintained schools rests with the Local Authority.

## 13. Access to the school/setting's emergency procedures

- 13.1 As part of general risk management processes the school/setting *must* have arrangements in place for dealing with emergency situations. [This could be part of the school's first aid policy and provision. See DCSF Guidance on First Aid for Schools: a good practice guide, 1998]

- 13.2 Other children should know what to do in the event of an emergency, such as telling a member of staff.
- 13.3 All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in Form 1.
- 13.4 All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- 13.5 Whenever possible a member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.
- 13.6 Health professionals are responsible for any decisions on medical treatment when parents/carers are not available. *Paragraph 115*
- 13.7 Staff should avoid transporting children to hospital in their own car; it is safer to call an ambulance. Where this cannot be avoided, the school should ensure that an additional responsible adult is available to accompany them. *Paragraph 116*
- 13.8 Individual Health Care Plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency. Those with responsibility at different times of day (e.g. lunchtime supervisor) will need to be very clear of their role. *Paragraph 117*

#### **14. Risk assessment and management procedures**

This policy will operate within the context of the school/setting's Health and Safety Policy.

- 14.1 The school/setting will ensure that risks to the health of others are properly controlled.
- 14.2 The school/setting will provide, where necessary, individual risk assessments for pupils or groups with medical needs.
- 14.3 The school/setting will be aware of the health and safety issues relating to dangerous substances and infection.

## **15. Home to School Transport**

### **Local Authority's Transport Policy**

The authority recognizes that the journey to and from school, is a vital part of a child's day and sets out to maintain the co-operation of all those involved or linked with transport provision. This includes pupils, and students, their families, heads of schools, specialist teachers, school escorts, contractors and professional staff of this Department and other agencies such as the Health Service. Attention is also given to any special equipment and medical/physical needs a pupil or student has.

### ***Access to Information***

To ensure that the local authority is able to provide the appropriate support for pupils and students during their journey, parents/carers are required to complete the Local Authority's questionnaire providing details on medical/physical needs. This is accompanied by an information booklet produced by the LEA which highlights the importance of informing the Local Authority of any medical condition the child may have and where required details of treatment.

### **Pupils with Life Threatening Conditions**

Several pupils are accessing home/school transport and have potentially life-threatening conditions. In such cases:-

- Trained personnel from the school act as escort
- A carer is provided through the appropriate agency eg – Health Service
- A Risk Assessment is carried out where the condition although not life-threatening, may require supply of specific safety equipment and/or, a specific training need for the escort, planned seating arrangements, specific design in the route to reduce travelling time and potential risks.

### **Emergency Procedures**

- All drivers are required to carry a mobile phone/radio.
- It is specified in the Escort Guidance Booklet – where a child falls ill during the journey and where practicable, return to the home address, return to school and seek assistance, go directly to hospital and advise school, LEA and if possible parent(s).
- Training in Emergency First Aid is given to escorts.

The school will ensure that there is effective liaison with drivers and escorts providing home to school transport.

## Appendix 1

### Forms

- Form 1:** Contacting Emergency Services
- Form 2:** Health Care Plan
- Form 3A:** Parental agreement for school/setting to administer medicine (short-term)
- Form 3B:** Parental agreement for school/setting to administer medicine (long-term)
- Form 4:** Headteacher/Head of setting agreement to administer medicine
- Form 5:** Record of medicine administered to an individual child
- Form 6:** Record of medicines administered to all children
- Form 7:** Request for child to carry his/her own medicine
- Form 8:** Staff training record – administration of medicines
- Form 9:** Authorisation for the administration of rectal diazepam

All forms set out below are examples that schools and settings may wish to use or adapt according to their particular policies on administering medicines.

**These forms are available on our website:**

<http://www.wirral-abc.gov.uk/HealthandSafety/index.asp>

Insert Name of School/Setting

Management of Medicines in Schools and Early Years Settings Checklist

| Checklist |   | Yes | No | Details  |
|-----------|---|-----|----|--|
| 1.        | Does the school have a written policy for administration of medicines in school?  |     |    | Give date, location  |
| 2.        | Has the school nominated responsible persons to administer medicines?   |     |    | List nominated staff   |
| 3.        | Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration? |     |    | Location – extract issued to nominated staff                         |
| 4.        | Have nominated staff received appropriate information, instruction and training on the school's policy and procedures   |     |    | List staff, date and training provider (parent, school nurse, other) |
| 5.        | Does the school have procedures for managing medicines on trips and outings   |     |    | Risk assessments, consent forms, etc                                 |
| 6.        | Has the school received a written agreement from parents for any medicines to be given to a child   |     |    | Forms 3a (short term) or 3b (long term)                              |
| 7.        | Has the school confirmed, in writing, that they agree to administer medicines   |     |    | Form 4   |
| 8.        | Is there guidance for children carrying and taking their medicines themselves   |     |    | Specify  |
| 9.        | Does the school maintain records for the administration of medicines  |     |    | Form 5   |
| 10. D     | Do staff have access to the school's emergency procedures   |     |    | Form 1   |
| 11.       | Is a health care plan required for the individual   |     |    | Form 2   |

Medicines Checklist

|    |  |  |  |         |
|----|--|--|--|---------|
| 1. | Does the school have appropriate storage facilities taking into account temperature and security   |  |  | Specify |
| 2. | Is the medicine in the original container  |  |  |         |
| 3. | Is the container clearly labelled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date |  |  |         |
| 4. | Are emergency medicines, such as asthma inhalers and adrenaline pens readily available   |  |  |         |
| 5. | Does the school allow children to carry their own inhalers   |  |  |         |

**FORM 1**

**Contacting Emergency Services**

**Request for an Ambulance**

**Dial (9) 999, ask for ambulance and be ready with the following information**

- 1 Your telephone number  
.
- 2 Give your location as follows  
.[insert school setting address]
- 3 State that the postcode is  
.
- 4 Give exact location in the school/setting  
.[insert brief description]
- 5 Give your name  
.
- 6 Give name of child and a brief description of child's symptoms  
.
- 7 *Give details of any medicines given or prescribed*
- 8 Inform Ambulance Control of the best entrance and state that the crew will be met  
and taken to  
.

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone

## FORM 2

### Health Care Plan (this should be regularly reviewed)

|                                |  |
|--------------------------------|--|
| Name of school/setting         |  |
| Child's name                   |  |
| Group/class/form               |  |
| Date of birth                  |  |
| Child's address                |  |
| Medical diagnosis or condition |  |
| Date                           |  |
| Review date                    |  |

#### Family Contact Information

|                  |  |
|------------------|--|
| Name             |  |
| Phone no. (work) |  |
| (home)           |  |
| (mobile)         |  |
| Name             |  |
| Phone no. (work) |  |
| (home)           |  |
| (mobile)         |  |

#### Clinic/Hospital Contact

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

#### G.P.

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

Describe medical needs and give details of child's symptoms

|  |
|--|
|  |
|--|

Daily care requirements (*e.g. before sport/at lunchtime*)

|  |
|--|
|  |
|--|

Describe what constitutes an emergency for the child, and the action to take if this occurs

|  |
|--|
|  |
|--|

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)?

Form copied to

**FORM 3A**

**Parental agreement for school/setting to administer medicine (short-term)**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

|                              |  |
|------------------------------|--|
| Name of school/setting       |  |
| Name of child                |  |
| Date of birth                |  |
| Group/class/form             |  |
| Medical condition or illness |  |

**Medicine**

|   |                           |
|---|---------------------------|
| Name/type of medicine<br><i>(as described on the container)</i>         |                           |
| Date dispensed  |                           |
| Expiry date   |                           |
| Agreed review date to be initiated by                                   | [name of member of staff] |
| Dosage and method   |                           |
| Timing  |                           |
| Special precautions   |                           |
| Are there any side effects that the school/setting needs to know about? |                           |
| Self administration   | Yes/No                    |
| Procedures to take in an emergency                                      |                           |

**Contact Details**

|   |                          |
|---|--------------------------|
| Name  |                          |
| Daytime telephone no.                                       |                          |
| Relationship to child                                       |                          |
| Address   |                          |
| I understand that I must deliver the medicine personally to | [agreed member of staff] |

I accept that this is a service that the school/setting is not obliged to undertake.  
I understand that I must notify the school/setting of any changes in writing.  
*I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.*

Date                      Signature(s)

**FORM 3B**

**Parental agreement for school/setting to administer medicine (long-term)**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

|  |                           |
|--|---------------------------|
| Name of school/setting   |                           |
| Date   |                           |
| Child's name   |                           |
| Group/class/form   |                           |
| Name and strength of medicine  |                           |
| Expiry date  |                           |
| How much to give ( <i>i.e. dose to be given</i> )  |                           |
| When to be given   |                           |
| Any other instructions   |                           |
| Number of tablets/quantity to be given to school/setting                                     |                           |
| <b><i>Note: Medicines must be in the original container as dispensed by the pharmacy</i></b> |                           |
| Daytime phone no. of parent/carer or adult contact   |                           |
| Name and phone no. of GP   |                           |
| Agreed review date to be initiated by  | [name of member of staff] |

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

*I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only*

Parent/carer's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

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

## FORM 4

### Head teacher/Head of setting agreement to administer medicine

Name of school/setting

It is agreed that [name of child] will receive [quantity and name of medicine] every day at [time medicine to be administered e.g. lunchtime or afternoon break].

[Name of child] will be given/supervised whilst he/she takes their medication by [name of member of staff].

This arrangement will continue until [either end date of course of medicine or until instructed by parent/carers].

Date \_\_\_\_\_

Signed \_\_\_\_\_

*(The Head teacher/Head of setting/named member of staff)*

**FORM 5**

**Record of medicine administered to an individual child**

|  |  |
|--|--|
| Name of school/setting                 |  |
| Name of child                          |  |
| Date medicine provided by parent/carer |  |
| Group/class/form                       |  |
| Quantity received                      |  |
| Name and strength of medicine          |  |
| Expiry date                            |  |
| Quantity returned                      |  |
| Dose and frequency of medicine         |  |

Staff signature \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|      |  |  |  |
|------|--|--|--|
| Date |  |  |  |
|------|--|--|--|

Time given  
Dose given  
Name of member of staff  
Staff initials

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM 6**

**Record of medicines administered to all children**

|                        |
|------------------------|
| Name of School/Setting |
|------------------------|

| Date | Child's Name | Time | Name of Medicine | Dose Given | Any Reactions | Signature of Staff | Print Name |
|------|--------------|------|------------------|------------|---------------|--------------------|------------|
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |
|      |              |      |                  |            |               |                    |            |

**FORM 7**

**Request for child to carry his/her own medicine**

This form must be completed by parent/carers/guardian

**If staff have any concerns discuss this request with healthcare professionals**

|   |  |
|---|--|
| Name of school/setting                    |  |
| Child's name                              |  |
| Group/class/form                          |  |
| Address                                   |  |
| Name of medicine                          |  |
| Procedures to be taken in an<br>Emergency |  |
| <b>Contact Information</b>                |  |
| Name                                      |  |
| Daytime phone no.                         |  |
| Relationship to child                     |  |

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

**FORM 8**

**Staff training record – administration of medicines**

|                            |  |
|----------------------------|--|
| Name of school/setting     |  |
| Name                       |  |
| Type of training received  |  |
| Date of training completed |  |
| Training provided by       |  |
| Profession and title       |  |

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [please state how often].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

# FORM 9

## Authorisation for the administration of rectal diazepam

|                        |  |
|------------------------|--|
| Name of school/setting |  |
| Child's name           |  |
| Date of birth          |  |
| Home address           |  |
| G.P.                   |  |
| Hospital consultant    |  |

should be given rectal diazepam          mg.

If he has a \*prolonged epileptic seizure lasting over          minutes

**OR**

\*serial seizures lasting over          minutes.

An Ambulance should be called for \*

**OR**

If the seizure has not resolved \*after          minutes.

**(\*please enter as appropriate)**

Doctor's signature \_\_\_\_\_

Parent/carer's signature \_\_\_\_\_

Date \_\_\_\_\_

The following staff have been trained:

Trainers name and post

**NB: Authorisation for the administration of rectal diazepam**

As the indications of when to administer the diazepam vary, an individual authorisation is required for each child. This should be completed by the child's GP, Consultant and/or Epilepsy Specialist Nurse and reviewed regularly. This ensures the medicine is administered appropriately.

The Authorisation should clearly state:

- when the diazepam is to be given e.g. after 5 minutes; and
- how much medicine should be given.

Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.

**Records of administration should be maintained using Form 5 or similar**