



The City of Leicester College
A Specialist Business & Enterprise College

Administration of Medicines and Healthcare Needs Policy

2014-15

	TO BE REVIEWED BY GOVERNORS' SUPPORT COMMITTEE
Reviewed in:	November 2014
Next Review Date:	November 2015

This college policy compliments/reflects the detailed approved guidance of the Leicester City Children and Young Peoples Services, effective from September 2014 (Guidance No 36A).

Children with medical needs have the same rights of admission at The City of Leicester College as other children. Most children will at sometime have short term medical needs; others may have longer term needs and may require medicines on a long term basis. Some children may need medicines in particular circumstances, such as those suffering from severe allergies or severe asthma. The City of Leicester College will prepare an Individual Health Care Plan for all students with specific medical needs to help staff identify the necessary measures to support a child.

The City of Leicester College **is** entirely DDA compliant.

Parents have the prime responsibility for their child's health and should provide the college with information about medical conditions. Parents are required to provide full information about medical needs on entry to the college via the gold contact form. The college makes effective use of links with the school health service and NHS Primary Care Trust's to make sure that children with medical needs in school are effectively supported.

The City of Leicester College recognises there is no legal duty that requires the staff to administer medicines. NB it is not part of any teacher's contract of employment.

Staff managing the administration of medicines to students with specific medical needs will receive appropriate training and support from health professionals. The college has a robust system in place to ensure medicines are safely managed. A risk assessment of the health and safety of staff and others is carried out and any risk appropriately managed.

This policy is available on the college website for parents.

- The college will only manage medicines when absolutely essential, where it would be detrimental to a child's health if medicine were not administered during the school day / activity.
- Only medicines prescribed by a doctor, dentist and nurse prescriber or pharmacist prescriber will be administered. Medicines from any other source, e.g. over the counter medicines will not be administered. These would need to be administered by the parent/legal guardian prior to the child's attendance at the school or to arrange to be present in order to administer it on site.
- Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. We will not accept medicines that have been removed from the container as originally dispensed. We will not make alterations to dosages either.
- Medicines will be administered only with clear written instructions obtained from parents or legal guardians and only if the college feels it is able to follow out the instructions.
- The medicines must be clearly labelled with the student's name, tutor group and date of birth, the mode of administration and the dosage and the frequency of

medication being given. Any update or any changes is the responsibility of the parent/legal guardian.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

As children grow and develop they are encouraged to participate in decisions about medicines and take greater responsibility. Older children will seek responsibility under the supervision of their parents. There may however be circumstances where it is not appropriate for a child of any age to self manage.

Where it is agreed by parents and college staff some medicines or related products e.g. inhalers or Creon will be carried out by the student for self administration. All other medicines will be kept securely in the main administration office.

All emergency medicines such as inhalers/adrenaline pens should be readily available to students i.e. in reception, Inclusion and Hubs and should NOT be locked away.

- Oral medication should be in a child safe container.
- If medication is to be kept refrigerated it is stored in a locked cash box within the refrigerator.
- Any unused or time expired medication must be handed back to the parent/guardian of the student for disposal. Where a student is prescribed controlled drugs, they will need to be kept in safe custody. Students could access their medication for self administration if it is agreed appropriate.
- Medicines are administered by a named individual member of staff, this member of staff will be determined according to the circumstances of each student. Where practical a witness should be present.

Emergency medication and inhalers must follow the child at all times.

It is the parents' responsibility to ensure that medicines are in date and replaced as appropriate.

Advice on the management of conditions will be sought through the school nurse and health service. Any difficulties in understanding the medication should also be referred.

In the event that a student refuses to take medication, they should not be forced but this must be noted in the records and agreed procedures for the individual in this event should be followed. Parents should be informed on the day. Should the refusal to take medication result in an emergency, the emergency procedure should be followed.

RECORD KEEPING

The college will keep a written record of all medication administered to students and parents will sign the record book regularly to acknowledge the entries.

The central file is kept in the main office by the Office Manager, Rachel Daniel.

Should the incorrect dosage be administered, the ICP protocol will be followed. An SO2 form will be completed. If an excess dose is given or the incorrect procedure carried out the student must be taken to hospital as a matter of urgency. All staff administering medication must follow basic hygiene procedures.

HYGIENE AND INFECTION CONTROL

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment.

LONG TERM MEDICATION

It is important to have sufficient information about the medical condition of any child with long term medical needs. This information is required before a student is admitted or when a student first develops a medical need.

Parents/Guardians must be informed that they must use the attached proforma (**Appendix A**) to report any changes in medication to the college.

With parent/guardian permission it may be necessary to explain the use of medication to a number of pupils in the class in addition to the affected student, so that peer support can be given.

INJECTIONS

Injections are not usually given by the student. It is not envisaged that it will be necessary to give injections in school unless the student is on a school trip. Appendix D gives detailed guidance on the management of diabetes mellitus.

EMERGENCY TREATMENT/PROCEDURES

Arrangements for dealing with emergency situations are part of the general risk management processes. All staff should know who is responsible for carrying out emergency procedures.

A member of staff should always accompany a child to hospital by ambulance and should stay for as long as it is reasonably practicable. In the event of an emergency/accident which requires a child to be treated by health professionals or admitted to hospital, the latter are responsible for any decision on medical grounds when and if the parents are not available.

Staff should never take children to hospital in their own car. When emergency treatment is required, medical professionals or ambulance should always be called immediately.

Adrenaline injections

If it is known that an individual child is hypersensitive to specific allergen e.g. wasp stings, peanuts, etc. a supply of adrenaline injections (when specifically prescribed) should always be made available. **Immediate treatment needs to be given** before going to the nearest emergency hospital/ or calling an ambulance. **Appendix B** should be referred to.

A supply of 'Factor Replacement' for injection should be kept in college where it is required for students suffering from bleeding disorders. It is usual for the students to give their own injections. If this is not the case, parents should be contacted immediately.

Rectal diazepam and paraldehyde

A small supply of rectal diazepam may be kept in college for administration to specifically identified children suffering from repeated or prolonged fits. Rectal diazepam where prescribed, should be readily available for use by a qualified nurse or medical staff in an emergency. **(See Appendix C)**

A small supply of buccal midazolam may be kept in college for administration to specifically identified children suffering from repeated or prolonged fits. **(See Appendix C)**

Under extremely RARE circumstances a child may have been prescribed rectal paraldehyde by a consultant paediatrician.

Glucose

A supply of glucose for the treatment of hypoglycaemic attacks should be provided by parents/guardians and kept in college where a student suffers from diabetes mellitus. If a second attack occurs within 3 hours, repeat the treatment and the student must go to the nearest hospital receiving emergencies.

Inhalers

It is important for those with reliever inhalers are immediately accessible for use when the student experiences breathing difficulties.

FROM 1 OCTOBER 2014 THE LAW WILL CHANGE to allow schools to hold stocks of asthma inhalers containing salbutamol for use in an emergency by persons trained to administer them to pupils who are known to require such medication. From this date onwards, schools can buy inhalers and spacers from a pharmaceutical supplier in small quantities provided it is done on an occasional basis and is not for profit. For full guidance see Guidance no. 36A.

Diabetes

There has been a change in the way that diabetes has been managed in the last 5 years. It is now accepted that life expectancy is improved and the risk of significant long term complications reduced when a strict routine of self care and treatment is followed. In addition the new regime allows greater flexibility and promotes the

independence of the child. The regime, incorporating increased blood glucose testing, insulin dose adjustment and increased frequency of the use of insulin injections, means children will need to do these activities whilst they are attending settings. For those who can test their blood and/or can self-inject their insulin it is still good practice for the setting to know this. **(See Appendix D)**

For children with diabetes who cannot perform the management activities themselves there should be the drawing up of an Individual Care Plan (ICP see **appendix E**). An ICP clarifies for health and setting staff, parents and the child or young person the responsibilities and help that will be provided.

INDIVIDUAL HEALTH CARE PLANS

The main purpose of an Individual **Health** Care Plan for a student with medical needs is to identify the level of support that is needed. Not all students who have a medical need will require an individual plan. A short written agreement for parents may be all that is necessary.

OFF SITE EDUCATION AND WORK EXPERIENCE

The college is responsible for ensuring that work experience placements are suitable for students with a particular medical condition. The college is also responsible for ensuring students with medical needs are appropriately placed if educated off –site. A risk assessment must be in place. Medical needs must be made known to and discussed with the providers. Parents and students must give permission before relevant medical information is shared, on a confidential basis.

OFF SITE TRIPS/VISITS

The college will consider what ‘reasonable adjustments’ might be made in order to enable students with medical needs to participate fully and safely in visits.

Staff on trips should always be aware of any medical needs and relevant emergency procedures. A copy of any healthcare plans and the relevant medicines will need to be taken.

All college consent forms for parents/guardians signature should include any medical problems.

The college trip leader must consider the relevant medical information being shared with the insurance company.

A named member of staff must be identified and supervise the storage and administration of medicine. Wherever possible students should carry their own inhalers or emergency treatment but the named person should be made aware of this.

This document is a summary of key points with regard to the administration of medicines and health care needs in schools, early years and youth settings. (Guidance no.36A)

The full document which the college has adopted is available on the college website.

DOCUMENTATION

Appendix A - Request for Administration of Medicines
Record of Medicine Administered to an Individual Child

Appendix B - Guideline for Non-Medical Staff to Administer Pre-Prepared Adrenaline Autoinjectors in Response to Anaphylaxis:
Process, Emergency Action Plans (Antihistamine, EpiPen. Jext and old style EpiPen) and Report Form

Appendix C - Administration of Rectal Diazepam/Buccal Midazolam and Rectal Paraldehyde:
Advice Protocol, Individual Care Plan (Agreement) and Administration Report Form

Appendix D - Guidance for the Management of Diabetes Mellitus

Appendix E – NHS Policy and Proformas for School Nursing Service Managing Medicines in School settings – CONTAINS MORE USEFUL GUIDANCE ON THE STORAGE OF MEDICINES.