CCHS Administration of Medication Policy

Chelsea Community Hospital School

February 2018

School Background Information

We are a hospital school providing education for students and young people while they are in hospital**.** We also provide a small number of places for students from our local community who cannot access mainstream school due to their medical conditions and/or mental health needs. CCHS is based across four NHS hospital sites and two private hospital sites**.** The NHS sites are The Chelsea and Westminster Hospital, The Royal Brompton Hospital, St. Mary's Hospital and Collingham Student and Family Centre. The private sites are Harley Street Hospital and Portland Hospital. Students are taught across all key stages in both primary and secondary. All our sites are in central London, England**.**

Total No. of Students:	Varying due to hospital admissions

Key Contacts

Head Teacher	Janette Steel
Named member of the SMT	Sarah Pfützner (SENDCo)
SEN Specialist	Nicola Frankcom (SENDCo)
Chair of Governors	Uzma Shah
Named person responsible for safeguarding	Amanda Thompson (Assistant Head)

Dissemination

Key information from this policy will be incorporated into the following documents where appropriate:

- ⇒ School website
- ⇒ Staff induction materials
- ⇒ Governor induction materials
- ⇒ Local Offer
- ⇒ Student documentation
- ⇒ Newsletters
- ⇒ Staff meetings
- ⇒ Parent events
- ⇒ On request from the school office

Policy Implementation Date: February 2018

Policy Review Date: February 2021

Name: _____

Signature: _____

Introduction

This policy has been updated in the light of the following:

- Supporting students with medical conditions at school (August 2017)
- SEND Code of Practice 0-25 (January 2015)
- Statutory Guidance on Supporting students at school with Medical Conditions (April 2014)
- Children and Families Act 2014, Section 100

As a hospital school we endeavour to be an inclusive community that welcomes students with all forms of medical conditions and allows them access to the same opportunities as others at school.

CCHS wishes to ensure that students with medication needs receive appropriate care and support at school.

This policy only applies to CCHS community students who attend the Chelsea and Westminster Hospital classroom on a daily basis. The Chelsea and Westminster paediatric wards and the other hospital sites have responsibility for all other students with medical needs

1.0 Responsibilities

1.1 Named Person

The named person responsible for students with medical conditions is Sarah Pfützner, together with all staff working with the young people on the CW site.

This person is responsible for:

- Informing relevant staff of medical conditions
- Ensuring that staff are aware of the importance to communicate necessary information about medical conditions and where necessary, take the lead in communicating this information
- Ensuring risk assessment for school visits and other activities outside of the normal timetable are in place
- Developing, monitoring and reviewing Individual Healthcare Plans with healthcare professionals
- Working together with parents, carers, students, healthcare professionals as well as other agencies

1.2 Headteacher

The Headteacher is responsible for:

- Overseeing the management and provision of support for students with medical conditions
- Ensuring that sufficient numbers of trained staff are available to implement the policy and deliver Individual Healthcare Plans, including covering absence, holiday programmes and staff turnover

- Ensuring that school staff are appropriately insured and are aware that the insurance will accept responsibility, in principle, for the member of staff responsible for supervising and supporting students taking medication during the day

1.3 Teachers and Support Staff

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of students they work with, in line with training received, as set out in Individual Healthcare Plans
- Working with the named person who wrote the plan to ensure that risk assessments are carried out for school visits as well as other activities arranged outside the normal timetable
- Providing information about medical conditions to all staff covering their class
- Keeping the medication in a secure place out of reach of students. Controlled drugs will have a separate medical safe (see Appendix 1 below for further details on storage of medications)
- Following protocol linked to administering medication – completing record sheets, managing controlled drugs appropriately (see Appendix 1)
- Dating expired medicines and those no longer required and returning them to the parent for disposal

NB. While any teacher or support staff member may be asked to provide support to a student to administer medicines, they do reserve the right to obstain from providing this support.

Staff will not:

- Give an un-prescribed medicine to a student unless there is a specific prior written permission from the parent
- Force a student to take medication if they refuse. The parents will be informed as soon as possible if a student refuses their medication
- Make changes to dosages on parental instructions
- Dispose of medicines

1.4 Parents

Parents are responsible for:

- Informing the school in writing for the need for the medication, stating the time that it is to be given and the dose (see Appendix 1 for more detailed description for different types of medications)
- Delivering each item of medication to the designated person or school first aider in a secure and labelled container as originally dispensed, with written and signed instructions
- Making sure each item of medication has a prescription label with the following information:
  (i) Student's name
  (ii) Name of medication

(iii) Dosage
(iv) Frequency of medication
(v) Date of dispensing
(vi) Storage requirements
(vii) Expiry date.

**The school will not accept items of medication in unlabelled containers.

- Ensuring that only reasonable quantities of medication is supplied to the school (a maximum of four weeks supply at any one time)
- Renewing the medication when the supplies are running low and ensuring that the medication supplied is within its expiry date
- Notifying the school in writing if the student's need for medication has ceased or changed
- Disposing of their student's medication
- Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents should confirm in writing if they wish their student to carry medication with them to school.

2.0 Procedure when Notification is received that a Student has a Health Need

2.1 Procedures

On enrolment all parent/carers will be asked to complete Appendix 2 giving permission for CCHS staff to administer non prescribed medication e.g. Paracetamol / Ibuprofen / antihistamines

The named person will liaise with relevant individuals, including (as appropriate) parents, the individual student, health professionals and other agencies to decide on the support to be provided to the student.

Where appropriate, an Individual Healthcare Plan will be drawn up. Appendix 3 outlines the process for developing an Individual Healthcare Plan.

2.2 Individual Healthcare Plans

An Individual Healthcare Plan (see Appendix 4 for template) will be written for students with a long term or complex medical condition.

An Individual Healthcare Plan will clarify what needs to be put in place, when it needs to be in place and by whom it should be arranged. This includes information about the student's condition, special requirements, medicines, emergencies and action in the case of an emergency.

Where a student has SEND but does not have a statement or Education Healthcare Plan, their special educational needs will be mentioned in their Individual Healthcare Plan.

3.0 Administration of Medications

Consent from parents (Appendix 1) must be received before administering any medication to a student. Only staff trained in the administering of medication through non-conventional means (e.g. via a Peg J, Epi pen, etc.) will administer medication to students. Staff can supervise a student to self-administer creams if prescribed by a doctor. All staff may administer PRN Medications (specifically Paracetamol, ibuprofen and antihistamines) once they have read this policy and briefed by a senior member of staff.

Medicines will only be accepted for administration if they are:

- Prescribed (with the exception of paracetamol, ibuprofen and antihistamines)
- In-date
- Labelled with the students details
- Provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage
- The exception to this is 'Insulin' which will generally be available inside an insulin pen or pump, rather than in its original container
- All medication will be stored in a secure place e.g. a locked safe or locked medication cupboard
- Written records will be kept in the staff room detailing all medication administered to students (see GDPR statement below)
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices to and from school
- The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises even if additional arrangements might be required (e.g. appropriate staffing for the students' needs)

4.0 Action in Emergencies

All staff will be made aware of the procedures to be followed in the event of an emergency.

A copy of this information will be displayed in the reception office.

- Call 2222 and be ready with the information
- Ask office staff to contact a member of SMT
- A senior member of staff should contact the parents immediately to inform them of the situation
- A member of staff should stay with the student until the parent/carer arrives.
- If a parent/carer does not arrive before the student is transported to the hospital, a member of staff should accompany the student to A&E
- Record sheets relating to the students medical needs should be copied and sent with the student to A&E

GDPR Statement

All student information related to their medications will be stored in a lockable cupboard in the school office. Copies of student healthcare plans will be printed to take on trips. These will be disposed of via the confidential waste bin upon return to school. Once written records are completed they will be scanned to the student's database and the hardcopy disposed of

via the confidential waste bin. Should these records need to be shared they will be done so with the appropriate consent and via a pdf file.

Sarah Pfützner
February 2018

Appendix 1: ADMINSTRATION OF MEDICINES

A record of staff trained to administer medication will be kept in the front of the medication file.

On admission all parent/carers will be asked to complete Appendix 2 giving permission for CCHS staff to administer non prescribed medication e.g. Paracetamol/Ibuprofen/anti-histamines

Non-prescribed medication (over the counter)

- Only students who have a completed parent forms (Appendix 2) should have non-prescribed medication administered
- Medication will be stored in a locked medical cupboard in the school office
- All non-prescribed medication administered to a student must be recorded on the record of medicine administered to an individual student (Appendix A)

Where medication has been prescribed,

- Parents must contact the school to inform them and complete Appendix 2 before medication can be administered
- Medication will be stored in a locked medical cupboard in the school office
- All medication administered to a student must be recorded on the record of medicine administered to an individual student (Appendix A)

Long term prescribed medication

- Parents must contact the school to inform them and complete Appendix 2 before medication can be administered
- Medication will be stored in a locked medical cupboard in the school office (or in locked medical cupboard in the secondary classroom if appropriate)
- The named member of staff will complete an Individual Healthcare Plan (Appendix 4)
- All medication administered to a student must be recorded. Many of these record sheets will be personalised.

Controlled prescribed medications

- Parents must contact the school to inform them and complete Appendix 2 before medication can be administered
- The named member of staff will complete an Individual Healthcare Plan (Appendix 4)
- Medication will be stored in a locked cupboard
- All medication administered to a student **must be viewed, recorded and signed by 2 members of staff**. Record sheets for controlled drugs will be personalised.
- Controlled medications must be taken in the school office and not be taken on a school trip unless risk assessed and passed by SMT

Staff are not to provide any medicines for students.
Under no circumstances will a request by a student to self-medicate be granted without parental consent.

Appendix 2: Parental agreement for administering of medication

Chelsea Community Hospital School

Parental consent for the administration of medicines

Student's name: ……..

Date of request: ……

Parent's name: ……

Contact/emergency no: ……..

Prescribed Medications

Please list any prescribed medications that your child needs to take in school hours.

Name of medication	Condition/illness	Dosage/ frequency	Finish date	Prescribed (date)
1.				
2.				
3.				
4.				

PRN Medications

At times a student may need to take medication that has not been prescribed (e.g. Paracetamol/Ibuprofen). Please complete if you wish to give your child consent to access this if required while in school. You will be contacted if your child is administered a dose of this medication.

Name of medication	Condition/illness	Dosage/ frequency	Finish date
1.			
2.			

Home Medications

Are there any medications that your child takes regularly at home that school needs to be aware of should there be a medical emergency? Please list below:

Name of medication	Condition/illness	Dosage/ frequency	Finish date
1.			
2.			

Allergies

Please list any allergies that your child may have ……

..……..

If your child has allergies could you please inform us of the severity of this allergy

..……..

..……..

If the student is prescribed a medication which is not on the above list, parents must provide written email consent (admin@cchs.org.uk) to the school stating the need for the medication, the time that it is to be given and the dose.

……

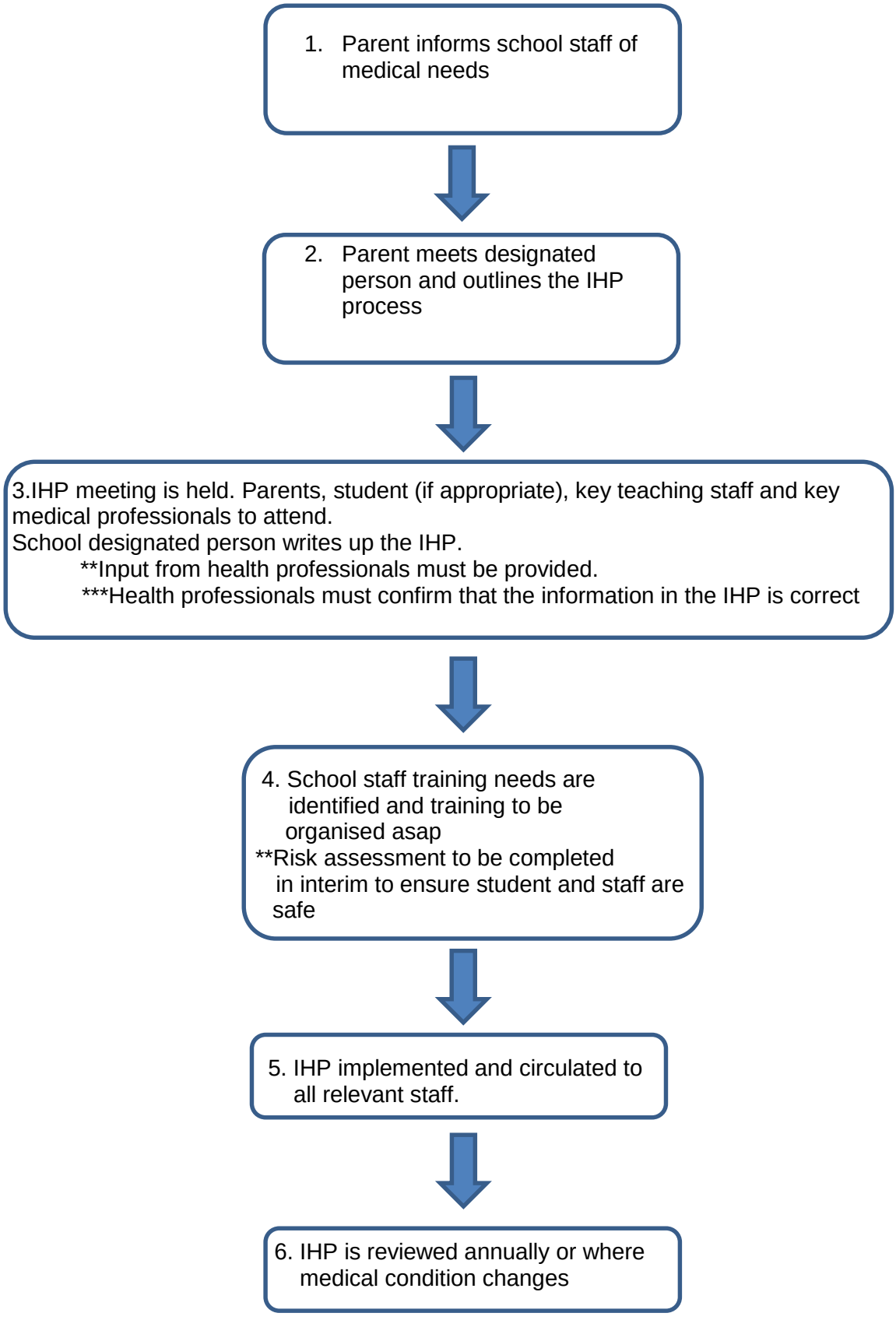
I understand that the LEA, Governing Body of the school and the staff cannot accept responsibility for any adverse reaction my child may suffer as a consequence of being administered the prescribed medication at my request.
I will notify school staff of any changes of medication and organise for the return of any unused medication which I will dispose of.

Signed: ……

Relationship to the child: ……..

Date: ……..

Appendix 3: Process for Developing an Individual Healthcare Plan



Appendix 4: Individual Healthcare Plan Template

PUPIL INFORMATION

<table>
<tr><td>SURNAME:

FIRST NAME:</td><td>GENDER

DATE OF BIRTH:

NHS:</td></tr>
<tr><td>SCHOOL

SCHOOL CONTACT
Head Teacher – Janette Steel
SENCO –
Key Teacher –
Learning Mentor –</td><td>WHO TRANSPORTS THIS STUDENT TO & FROM SCHOOL?</td></tr>
<tr><td>Parent:

Address:

Contact numbers:</td><td>KEY HEALTH PROFESSIONALS SUPPORTING THIS STUDENT
Name Contact
<table><tr><td></td><td>Address:
Email:
Telephone:</td></tr><tr><td></td><td>Address:
Email:
Telephone:</td></tr><tr><td></td><td>Address:
Email:
Telephone:</td></tr><tr><td></td><td>Address:
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Email: Telephone:</td></tr></table></td></tr>
<tr><td colspan="2">GP

Address:

Phone:</td></tr>
<tr><td colspan="2">MEDICAL CONDITION</td></tr>
<tr><td colspan="2">DESCRIPTION OF THE MEDICAL CONDITION FOR THIS PUPIL

<u>Overview</u>

<u>Sources of Regular Pain</u>

<u>Allergies/Intolerances</u></td></tr>
</table>

Allergy	Reaction	Response

Sources of Anxiety

Every student, regardless of their medical condition has a right to their health details being kept confidential. In most instances these details will be known to the head teacher / manager and will only be shared on a need to know basis, e.g. when disclosure would enhance the student's ability to access the curriculum or if there are issues of safety to be considered including the use of transport. Staff working directly with a pupil are deemed to have a need to know.

Medications on site	**Use**	**Storage**	**Dosage**

Controlled Medication

*Controlled drugs must be kept in a locked medical cabinet and signed out directly to the student by two staff members

PRN Medications – Paracetamol, Ibuprofen, Antihistamines

All medication from home needs to be have the prescription label with the following information:
(i) Pupil's name (ii) Name of medication (iii) Dosage (iv) Frequency of medication (v) Date of dispensing (vi) Storage requirements (vii) Expiry date.

Medical Care (e.g. Peg J care, Illeostomy care, etc.)

Medical Routine At School	
Time	**Action**

Food and Drink Intake	
Food Allowed/Not Allowed	
Drink Allowed/Not Allowed	

Staff Training Required to Ensure Healthcare Plan is Carried Out

EMERGENCY PLAN

SIGNS / SYMPTOMS	ACTIONS TO BE TAKEN

Consent to treatment

ROUTINE PREVENTATIVE MEASURES

- **All staff working with _____ are to be aware of his/her needs and his/her healthcare plan**
- **_____ should take part in all school activities where there is no unreasonable risk to her. All activities involving climbing, sources of heat, water or potentially dangerous equipment should be risk assessed. This includes PE, science, design and technology lessons.**
- **If _____ becomes unwell in class she or the adult supporting his/her at the time should speak with _____ (In _____'s absence – speak with _____).**
- **All school trips should be risk assessed for _____. A copy of his/her healthcare plan should be carried along with the risk assessment.**
- **Questions from other students should be answered simply but honestly.**
- **Staff to attend regular medical review and CIN meetings and update the healthcare plan accordingly.**
- **Sarah Pfutzner, SENCO and key teaching staff will review this termly with _____, the family and _____**
- **_____'s privacy and dignity should be protected at all times.**

I (student/parent) agree to my [student] receiving medication and/or treatment as documented in the health care plan whilst in the care of education staff or transport staff.

I (student/parent) understand this is a service which the school is not obliged to undertake if appropriate information has not been supplied.

I understand I (parent) am responsible for ensuring the appropriate medication is available to the school including replacing medication used and / or out of date.

I confirm I am the parent/guardian for this student and I am able to give authority for the administration of the medication.

Signed: (Student) Please print name	Date:
Signed: (Parent/Guardian) Please print name	Date:
Signed: (Head teacher/staff)Please print name	Date:

This plan will be copied to the following people;
-
-
-

A copy of previous plans may be kept in the pupil's main school and/or medical file, other copies should be destroyed to avoid confusion

Date this plan should be reviewed by

Appendix 5: Record of medicine administered to an individual student

Medication Record Sheet Name: _____ DOB: _____ NHS No: _____

Medication, form and strength:	
Medication:	
Dose:	**Route:**
Instructions:	
Frequency:	**Maximum dose in 24 hours:**
Type of medication:	
Additional Information:	

Date												
Time												
Dose												
Route												
Expiry												
Sign												
Sign												
Stock												

Date												
Time												
Dose												
Route												
Expiry												
Sign												
Sign												
Stock												

ALLERGIES:	
Medication in original packaging	
Parent Signature	