

# Wargrave House

ON A JOURNEY TOGETHER, LEARNING ABOUT LIFE

## Wargrave House School

### The Autism Specialists

## Medication, Medicals and Illness Policy

November 2023

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 Remarkable

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<b>Approved by the full Governing Body/Board of Trustees:</b>	

<b>This policy should be read in conjunction with the following policies:</b>	
1	Infection Control Policy, Protocol, Procedure and Guidelines
2	Child Protection and Safeguarding Children Policy
3	Health and Safety Policy
4	Intimate Care Policy
5	First Aid Policy

<b>Change History Record</b>			
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## Introduction

Wargrave House School will ensure that learners with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of learners' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the learner feel safe whilst at school.

For the purposes of this policy, "**medication**" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "**Prescription medication**" is defined as any drug or device prescribed by a doctor. "**Controlled drug**" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

## Policy

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academy and management committees of learner referral units (PRU's) to make arrangements for supporting learners at their school with medical conditions.

To ensure that all staff are aware of and familiar with Guidance on the Administration of Medication.

The aim of this policy is to ensure that Wargrave House School and College carries out their statutory duty to make arrangements to support learners and staff at school with medical conditions or illness.

Wargrave House School will:

- Ensure that all staff are familiar with the guidance on the administration of medication
- Ensure that staff know how to deal with the illness of a student
- Provide staff with information relating to female staff in school and pregnancy with specific reference to infections
- Ensure staff are familiar with the procedures for bodily fluid spillages
- Ensure staff have sufficient information and support with regard to students taking long-term medication and / or additional diagnosis
- Familiarize staff with the system of collecting medical information about students on entry to the school
- Comply with the current Department for Education Guidance "Supporting learners at school with medical conditions"
- Ensure staff are aware of the procedures for reporting medication incident/near miss
- Ensure staff are familiar with the signing in and out procedures for medication at Wargrave House School and College

- Administer prescribed and non-prescribed medications, to support a learner's continuous attendance at school, when written consent has been provided by parent/ carer
- Have clear roles and responsibilities to be able to support learners so they have full access to education, including school trips and physical education.
- Ensure that clear arrangements are in place to manage the administration and storage of all medicines on the premises.
- Provide support and training to enable staff to support learners with medical conditions and any illness that may occur.
- Provide support and training to ensure staff are competent in the administration of medication policy.
- Ensure written records are kept of all medicines administered to learners.
- Ensure all emergency procedures are in place and shared with all staff.

## Roles and Responsibilities

### The Governing Body

- Must make arrangements to support learners with medical conditions in school, including making sure that this policy is implemented.
- Should ensure that learners with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Should ensure that any member of school, staff who provide support to learners with medical conditions are able to access information and other teaching support materials as needed.

### Head Teacher

- Should ensure that the School's policy is developed and effectively implemented with all partners. This includes ensuring that all staff are aware of the policy for supporting learners with medical conditions and understand their role in its implementation.
- Should ensure that all relevant staff, including external providers and provisions are aware of learner's conditions.
- Should ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency situations.
- Should make sure that school staff are appropriately insured, and aware that they are insured to support the learner in this way.
- Should be aware that they have overall responsibility for the development of individual healthcare plans.

## Safeguarding and Wellbeing Officer

- To ensure that all health policies and procedures are updated/ develop school policies in line with current guidelines.
- Ensure care plans are in place through liaison with appropriate medical professionals
- Support the delivery of initial medication training to new staff as part of induction programme.
- To book specific training from external providers e.g. epilepsy
- Ensure that all appropriate information affecting the health and wellbeing of any learner is passed between home/ school/ children's services, in a timely professional manner
- Support the maintenance of health and wellbeing files for each learner (stored electronically on school pod)
- To complete monthly medication audit
- Develop and maintain a resource book of relevant contacts and information related to health and wellbeing
- To ensure the medical room is well maintained and fit for purpose
- To collect and analyse data related to health and wellbeing which will contribute to school self-evaluation and development
- To be a designated first aider when required
- To support school in its delivery of the Mental Health Policy and agenda
- Implement effective and efficient recording and reporting systems
- To support CEO/ Head teacher/ Deputy Head teacher in collating information needed to inform Public Health England if there is an outbreak of infectious diseases as detailed in the policy section "infection policy notifiable diseases.
- Complete, update and distribute medical diagnosis registers
- Complete and update all medical care in line with parents and medical professionals and where possible the learner.
- Support and co-ordinate visits from immunisation team, ophthalmology and audiology.
- Complete PRN protocols with parental and health professionals input.
- Completion of health passports where there is a need.

## School Staff

- Should be aware that they may be asked to provide support to learners with medical conditions including the administering of medications, although they cannot be directed to do so unless it is within the staffs contract
- Should take into account the needs of the learners with medical conditions that they teach although administering medicines is not part of a teachers professional duties.

- Should receive sufficient and suitable training to achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- Should know what to do and respond accordingly when they become aware that a learner with a medical condition needs help
- Should be aware of spillage cleaning protocol.

### **Class Teacher/ Senior Teaching Support Assistant (STSA)**

- To support Safeguarding and Wellbeing Officer to sign medication in and out (This also includes junior TSA's)
- To administer medication when required as stated in job description
- Ensure all medication for community visits is signed out with supporting parental consent and MAR sheet and signed back in on return. (This also includes Junior TSA's)

### **Designated Safeguarding Lead (DSL)**

It is the role of the Designated Safeguarding Lead (DSL) (or in their absence Deputy Designated Safeguarding Lead) to respond to and investigate any matters of concern relating to medication and/or a near miss (refer to appendix 5 Reporting a Medication Error/Near Miss).

### **Health and Safety Manager**

- To ensure spillage kits are available at reception and replaced once notified of use by staff
- COSHH assessments are carried out for all cleaning supplies used by domestic staff and class staff
- Ensure that staff are aware of where the COSHH file is kept and procedures to follow if spillages of bodily fluids occur

### **Other Healthcare Professionals (including GP's, pediatricians, nurse specialists)**

- Should notify the school health team when a learner has been identified as having a medical condition that will require support at school
- May provide advice on developing health care plans
- Specialist local health teams may be able to support in school for learners with particular conditions (e.g. asthma, diabetes, epilepsy)
- Should ensure any prescribed medications including dosages are appropriately monitored and reviewed.

## Learners

- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of , and comply with their individual healthcare plan

## Parents/carer

- Should provide the school with sufficient and up to date information about their child's medical needs
- Should be involved in the development and review of their child's individual healthcare plan
- Should carry out any action they have agreed to as part of its implementation -provide medicines in original packaging as dispensed by a pharmacist and include instructions for administration, dosage and storage. The only exception to this is insulin which must still be in date but will generally be available inside an insulin pump or pen, rather than its original container and provide appropriate equipment.
- Must ensure that they or another nominated adult is available at all times
- All copies of prescriptions to be sent to the Safeguarding and Wellbeing Officer.
- Parents/carers or the escort collecting your child/ young person will sign to say they have received medication for your child/young person at the end of half terms and again will sign to say they have handed it over to school either at the beginning of the half terms or as and when you send medication in during the term time.

## Training Staff

All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available in that class group, learners can still receive their medication from a trained member of staff. The Safeguarding and Wellbeing Officer will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional when required.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their



training, staff members are informed that they cannot be required to administer medication to learners, and that this is entirely voluntary, unless the it is part of their contracted duties.

Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of the child
- Some technical or medical knowledge is required to administer the medication
- Intimate contact with the learner is necessary

Staff members will be made aware that if they administer medication to a learner, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

### Training for administering AAls

The school will arrange specialist training for staff where a learner in the school has been diagnosed as being at risk of anaphylaxis. Designated staff members with suitable training and confidence in their ability to use AAls will be appointed to administer this medication. As part of their training, all staff members will be made aware of:

- How to recognise the signs and symptoms of severe allergic reactions and anaphylaxis.
- Where to find AAls in the case of an emergency.
- The dosage correlates with the age of the learner.
- How to respond appropriately to a request for help from another member of staff.
- How to recognise when emergency action is necessary.
- Who the designated staff members for administering AAls are.
- How to administer an AAI safely and effectively in the event that there is a delay in response from the designated staff members.
- How to make appropriate records of allergic reactions.

There will be a sufficient number of staff who are trained in and consent to administering AAls on site at all times if a learner attending requires an AAI.

## Receiving, storing and disposing of medication

### Receiving prescribed medication from parents

The parents of learners who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to learners under the age of 16. A signed copy of the parental consent form will be kept with the learner's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed annually.

Staff will sign any medication sent in on an in/out sheet for each medication sent in recording:

- Students Name
- Medication name
- Amount sent in/out
- Date and time
- 2 staff signatures

A medication receipt will be signed by school staff and parent/carer/agency-passenger assistant when medication is sent into school and again when medication is sent home from the school.

The school will store a reasonable quantity of medication, e.g. a maximum of Seven weeks supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

### Storing learners' medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAls, will be stored in a way that allows it to be readily accessible to learners who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to learners, e.g. a locked cupboard.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The learner's name.
  - The name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

### Disposing of learners' medication

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the learners' doctor or pharmacist, parents will be asked to collect these for this purpose or informed they will be sent home with care/ passenger assistant if the parent does not collect their child.

If a learner leaves the school and medication is still on school premises parents/ carers will be asked to collect the medication. If a parent/ carer is unable to collect the medication it will be disposed of by safeguarding and wellbeing officer at a local pharmacy and a disposal of medication form will be completed, and stamped by the local pharmacy.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

### Administering Medication

Only suitably qualified members of staff will administer medication. Staff will check the expiry date and maximum dosage of the medication being administered to the learner each time it is administered, as well as when the previous dose was taken and the MAR sheet is completed once medication has been administered, if a controlled drug is administered both MAR sheet and controlled drugs book will be completed.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored; this will

normally be the school medical room or classroom. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The learner's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the learner being given the medication.
- That the medication to be given is within its expiry date.
- That the learner has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a learner, the medication will not be administered and the school will consult with the learner's parent or a healthcare professional, documenting any action taken.

If a learner cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the learner's parent, following advice from a healthcare professional.

Where appropriate, learners will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a learner refuses to take their medication, staff will not force them to do so and will record this as R on the learners MAR sheet, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to learners, including the date and time that medication was administered and the

name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

## Medical Devices

### Asthma inhalers

The school will allow learners who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. The school will ensure that spare inhalers for learners are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

School Emergency inhaler will be kept at reception in the event the learner's original/spare are not working or unavailable when needed. The emergency Inhaler can only be used if parental consent has been given for this, the register of learners with permission is kept with the emergency inhaler as well as a recording sheet that will need completing if administered. Parents/ carers will be informed if the emergency inhaler is administered.

### AAIs

School will allow learners who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. The school will ensure that spare AAIs for learners are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAIs are not located more than five minutes away from where they may be required.

Medical authorisation and parental consent will be obtained from all learners believed to be at risk of anaphylaxis. Where consent and authorisation has been obtained, this will be recorded in the learner's IHP.

### IHP's

For learners with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the learner, their parent, the Safeguarding and Wellbeing Officer, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments

- The learner's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the learner's educational, social and emotional needs
- The level of support needed and whether the learner will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the learner's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by the Safeguarding and Wellbeing Officer.

### **Educational trips and visits**

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and learners. This may include learners carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by learners, e.g. capsules, or if learners are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which learners with medical conditions will attend. Staff members will ensure that they are aware of any learners who will need medication administered during the trip or visit, and

will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which learners need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the learner, e.g. what to do if an epileptic learner has a seizure.

## Medical emergencies

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the learner who requires it. For all emergency medication kept in the possession of a learner, e.g. AAls, the school will ensure that learners are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school in the learners MAR file.

## Legal Context

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting learners at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

The Supporting Learners Guidance issued by the Department for Education in December 2015 sets out the position in relation to learners and their medicines including the following important points:

1. Children should be responsible for their own medicines wherever possible (paragraph 33 of the guidance)
2. Except in exceptional circumstances, parental consent should be obtained when given prescription or non-prescription medicines (paragraph 35 of the guidance)

3. Prescribed medicines (this does not apply to over the counter medicines) should only be accepted where they are:
  - a) In date
  - b) Labelled
  - c) In their original container
4. Accompanied by instructions for administration, dosage and storage (paragraph 35 of the guidance)

**Policy Impact** *(same statement at the end of all policies)*

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.



## References and Further Resources

All references to be listed using the Harvard format in alphabetical order:

Referencing Government Reports:

[Schools: statutory guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Emollients: new information about risk of severe and fatal burns with paraffin-containing and paraffin-free emollients - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Guidance on the use of adrenaline auto-injectors in schools \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

[Guidance on the use of emergency salbutamol inhalers in schools \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

## Appendix 1 – Medication Administration Record

WARGRAVE HOUSE SCHOOL & COLLEGE - MEDICATION ADMINISTRATION RECORD																																		
Name:	Gender:	Month/Year:	Known Allergies:																															
Date of Birth:	CHECK PAGE NUMBERS																																	
GP details:	T:																																	
KEY:	R – Refused	H – Hospitalised	A – Absent	D – Destroyed	N – Nausea/vomiting	O – Other (explain in additional information)																												
Medication:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	PRN																																	
	ADMIN																																	
	WITNESS																																	
	PRN																																	
	ADMIN																																	
	WITNESS																																	
	PRN																																	
	ADMIN																																	
	WITNESS																																	
	Amount left once administered	am																																
		pm																																
ADDITIONAL INFORMATION:																																		
At the end of the month pass this sheet to the Wellbeing and safeguarding officer.												Signed:										Verified by:												

A NEW SHEET SHOULD BE STARTED EACH MONTH.



## Appendix 3 – Parental Agreement



ME

WARGRAVE HOUSE SCHOOL & COLLEGE

### Parental Agreement for school/setting to administer medicine

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 staff can administer medicine.

Name of Child	
Date of Birth	
Group/class form	
Medical condition or illness	

### Medicine

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry Date	
Dosage and Method (e.g. mg/ml)	

Approximate Timing (please tick the appropriate box)		
Breakfast 7.00am-9.00 am <input type="checkbox"/>	Lunchtime 11.45am-1.30pm <input type="checkbox"/>	Teatime 5.00pm-6.00 pm <input type="checkbox"/>
Bedtime 8.00pm-9.00pm <input type="checkbox"/>	For required need <input type="checkbox"/>	Other (please state specific time) _____ am _____ pm
Special precautions e.g. to be taken on an empty stomach/ e.g. at least 4 hrs between doses		
Are there any side effects that the school/setting needs to know about?		
Self administration	Yes/No (delete as appropriate)	
Procedures to take in an emergency		

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting 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. **THIS FORM MUST BE COMPLETED AND SIGNED BY A PERSON WITH PARENTAL RESPONSIBILITY.**

Date: ..... Signature(s): .....

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