



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Medical Policy

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## 1 The Law

Under the Health & Safety at Work Act 1974 the employer is responsible for making sure that a school has a Health and Safety policy. This should include procedures for supporting children with medical needs including managing prescribed medication.

The Children's Act 1989 authorises people who have care of a child (other than parental responsibility), subject to the provisions of the Act, to do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

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 students. It must contain a washbasin and be reasonably near a water closet. It must not be teaching accommodation.

The Disability Discrimination Act requires that the body responsible for a school must not discriminate against a disabled person. Any children with medical needs who are also disabled will be protected under this act.

Under the Disability Discrimination Act a person is defined as having a disability "if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities". The Act includes a list of conditions which automatically mean a person with the condition is disabled under the Disability Discrimination Act. Only a court of law can decide whether or not somebody has a condition causing them to be disabled under the Disability Discrimination Act (a medical practitioner cannot decide whether or not a person is disabled).

Under the Disability Discrimination Act, a responsible body discriminates against a disabled person if, for a reason which relates to the person's disability, it treats him less favourably than it treats or would treat others to whom that reason does not or would not apply; and it cannot show that the treatment in question is justified.

A teacher or other member of staff in a school or college who looks after students and students in place of the parent (in loco parentis), must treat and take care of the student as a "careful parent" would. If a request is made in relation to a student's medical needs then consideration should be given to whether or not the request is what would be expected of a reasonable parent in the same circumstances.

## 2 Introduction

Most students may need to take medication at some time whilst they are at school. The school should have a clear, written policy on managing medication in The Radcliffe School and have effective management systems to support individual students with medical needs.

The Radcliffe School must ensure that it has a policy and procedures so that no person is placed at risk from the storage, administration and disposal of medication.

The governing body of The Radcliffe School has a legal duty to make arrangements to ensure that students with medical needs are able to attend school with as little disruption as possible. This might be through staff members who volunteer to administer medication or training support staff so that they are able to manage medication. This will involve the

governing body possibly employing someone whose specific role is to administer medication. This applies to mainstream and special schools.

A school that has appropriate procedures will be better placed to enable students attending The Radcliffe School who require medication to continue their education with as little disruption as possible.

Unless so directed by the terms of their employment contract, no member of staff should feel compelled to be responsible for the administration of medication to students. For most teachers the task is purely voluntary, however support staff might have contracts or job descriptions that make the administration of medication part of their role.

### **3 The Radcliffe School Policy and Procedures**

Under health and safety legislation, The Radcliffe School is required to implement systems of work that will ensure the safety, not only of staff, but also of any other person affected by the Radcliffe School's activities. This includes the administering and storage of medication.

#### **3.1 A School's policy should include the following:**

- A statement that The Radcliffe School accepts responsibility for members of staff who volunteer to give, or supervise children (including sixth formers) taking, prescribed medicine during the school day
- the circumstances – if any – in which students may take non-prescription medicine such as painkillers (analgesics)
- The Radcliffe School's policy on assisting students with long-term or complex medical needs;
- the need for prior written agreement from a parent or guardian for any medication, prescription or non-prescription, to be given to a student
- the requirement for any member of staff giving medicine to check: the student's name; that there are written instructions provided by the parent or doctor; the prescribed dose and the expiry date of the medicine. If staff are in doubt they should not give the medication until these things have been checked and the full details known
- when and where students can carry and take their own medication
- staff training for dealing with medical needs
- record keeping
- storage and access to medication
- emergency procedures.

It should clearly state that parents should provide The Radcliffe School with full information regarding their child's medical needs. It should encourage staff to report any deterioration in a child's health to the First Aider or House Team who can then inform the parent.

The Radcliffe School should always establish a written record of the details of any student with special medical requirements at the earliest opportunity; if possible this should be done before the student starts or returns to The Radcliffe School. This should be in the form of a health care plan. In cases where students have short term and relatively straight forward medical needs it might be sufficient to record the information in an abbreviated form of the health care plan.

Any instructions to The Radcliffe School should be in writing and should be clear, specific and include as much detail as necessary.

The parent or guardian's agreement to the health care plan should be signed and they should be provided with a copy of the plan if requested.

Any changes to a health care plan must be agreed with the parent or guardian and should be recorded in writing.

All The Radcliffe School employees who look after students should be aware of The Radcliffe School's policy and should be informed what The Radcliffe School's general procedures are in relation to any student with medical requirements.

## **4 Responsibilities**

The Radcliffe School should also have a medication policy which should include procedures for assisting and supporting students with medical needs, including managing medication.

### **4.1 Governing body**

The Radcliffe School governing body should ensure that The Radcliffe School has developed its policy to assist students with medical needs and that staff involved with administration of medication have had the appropriate training. They must also arrange for staff to have Epi-pen training where this is required.

### **4.2 Headteacher**

The headteacher is responsible for implementing The Radcliffe School's policy and procedures and should ensure that all parents are aware of these. Where staff volunteer to assist, the headteacher must ensure that they receive suitable and sufficient information, instruction and training to be able to undertake this function in a safe and effective manner. This also applies to staff who volunteer to be reserves to cover for absence.

The headteacher should ensure that a written health care plan for each child with medical needs is drawn up in conjunction with the parent and The Radcliffe School Medical Officer or GP. Where there is concern that a child's needs may not be able to be met by The Radcliffe School, or the parent's expectations appear unreasonable, the headteacher should seek further advice from The Radcliffe School First Aider, child's GP and other medical advisers.

Where the headteacher wishes to share information with other staff within The Radcliffe School they should first seek permission from the child's parent or guardian or the child, if the child is mature enough. Parents' culture and religious views should be respected at all times.

The headteacher is responsible for making sure that medicines are stored safely.

### **4.3 Parents**

The prime responsibility for a child's health rests with the parent or guardian; they are responsible for making sure their child is well enough to attend school.

The parent/guardian, or student if they are mature enough, should provide The Radcliffe School with sufficient information about the student's medical condition. This should be undertaken in conjunction with the child's GP or paediatrician, as appropriate. Where a child is acutely unwell it is advised that the parent keep him/her at home, and parents should be advised about this on a regular basis by newsletters.

If students become unwell during the day they should be collected as soon as possible. It is vital to have relevant home and emergency contact telephone numbers. These details must be regularly updated.

## **5 Staff Administering Medication**

The administering of medicine at school is a voluntary role for individual members of staff except where this is stated in the job description. Those who undertake this role and/or provide support to students with medical needs require sufficient training, information and instruction from their headteacher and the child's parent/guardian. Training and advice can be obtained from the local NHS Trust.

Where an alternative or ancillary member of staff is with a student with medical needs the headteacher must ensure that they have received the requisite level of training, information and instruction.

Staff who volunteer to assist with the administering of medication and have been authorised by the headteacher to undertake this task will be covered under The Radcliffe School's employer's liability insurance.

## **6 Teachers and other Radcliffe School Staff**

A teacher who has a student with medical needs in his/her class should understand the nature of the child's condition and when and where that student requires additional attention.

In particular, staff should be aware if any emergency is likely to occur and what measures they should take if one does. These measures should be in writing and be readily accessible.

Other Radcliffe School staff such as lunchtime assistants or support staff who may, at certain times, be responsible for children with medical conditions should be provided with sufficient support and advice.

Information and advice should also be provided to The Radcliffe School's first aiders if the student's medical condition has implications for any first aid treatment which may be given.

## **7 Radcliffe School Transport Escorts**

It should not be necessary, in normal circumstances, for escorts to be trained to administer any form of medication.

Where The Radcliffe School transport service transports children with medical needs to and from The Radcliffe School and escorts supervise them, the escorts should be provided



with suitable and sufficient information in respect of the medical conditions and medications of the children in their care.

This information should be provided via The Radcliffe School transport office in consultation with The Radcliffe School headteacher and the student's parent.

## **8 The Health Service**

The local health authority has a statutory duty to purchase services to meet local needs. These services are provided by the local National Health Service (NHS) Trust.

The main contact with The Radcliffe School is likely to be via the school Health Service, school nurse or doctor, who may be able to help a school draw up individual health care plans for students with medical needs or may be able to supplement information provided by the child's parent or GP. The school nurse or doctor will be able to advise with training for staff willing to administer medication or take responsibility for other aspects of support.

### **8.1 The General Practitioner (GP)**

Most parents will register their child with a GP. The GP has a duty of confidentiality to their patients and should only exchange information with The Radcliffe School with the consent of the child's parent or guardian or the child, if the child is mature enough. In some cases, parents may agree for a GP to liaise directly with The Radcliffe School, in others it will be via The Radcliffe School Health Service (The Radcliffe School should seek advice from the Radcliffe School Medical Officer).

In some instances, a parent or child may not wish the GP to provide a school with any information in respect of their child's condition. In these cases, the GP will observe such confidentiality and must comply with the parent's or child's wishes.

## **9 Provision of Medication**

### **9.1 Short erm needs: Prescribed medicines**

Medicines should only be taken to school when essential; where it would be detrimental to a student's health if the medicine was not administered during The Radcliffe School day. At some time during a student's Radcliffe School life they may need to take medication – e.g. to finish a course of antibiotics or apply a lotion and to minimise the amount of time a student is away from The Radcliffe School, it may be necessary to continue the treatment of antibiotics or lotion after the student returns to school to finish the course of medication.

Medicines must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. Prescribers should be encouraged to provide two prescriptions for a child's medication, where appropriate and practicable: one for home and one for use in The Radcliffe School, avoiding the need for the repacking or re labelling of medicines by parents. Any medication brought into The Radcliffe School must be clearly marked with the name of the student and the recommended dosage. It must be kept secure, unless there are valid reasons for the student to keep that medication with them (e.g. asthma inhaler). There may be occasions when a bottle of medicine has to be taken to The Radcliffe School. The Radcliffe School policy should encourage the parents and headteacher to discuss such requirements.

The Radcliffe School will never accept medicines that have been removed from their original container nor make changes to dosage on parental instruction.

## **9.2 Long-term medical needs**

The Radcliffe School must have sufficient information about the medical condition of any student with long-term medical needs.

The parent or guardian should supply such information either prior to a student attending The Radcliffe School or as soon as the condition becomes known.

The Radcliffe School should allow students who can be trusted to manage their own medication from an early age, although parents must give their consent and the student should be supervised when taking it.

The Radcliffe School policy should identify in what circumstances students can carry their own medicine. Any teacher who may come into contact with such a student should be provided with suitable and sufficient information regarding the student's condition and the medicine they are taking.

## **9.3 Non-prescription medicines**

The Radcliffe School should only allow medications onto the premises that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The Radcliffe School should not enter into an agreement to administer non-prescribed medicines on a regular basis.

Staff should never give a non-prescribed medicine to a student unless there is a specific prior written permission from the parents. Such written consent will need to state the medicine and the dose to be taken. The parent should supply the medicine in the original packaging. Where the headteacher agrees for staff to administer a non-prescribed medicine it must be in accordance with the policy.

The policy must set out the circumstances under which staff may administer non-prescribed medicines.

Where non-prescription medicine has been given, a strict system must be in place to ensure that a record is made of who received the medicine, what dose was given, who gave the medicine and when. A written note should also be sent to the child's parent on the same day the medicine is given.

It should inform them that a specified non-prescription medicine has been given, at what time and at what dose. The student must be supervised whilst s/he takes any non-prescription medicine.

If a student suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the student's GP.

The UK Medicines Control Agency has recommended that children under 16 should not be given aspirin, because of its links with Reye's syndrome, the rare but potentially fatal disorder found almost exclusively in children and adolescents.

The use of aspirin by children under 12 has been banned in the United Kingdom since 1986, and the Committee on Safety of Medicines warned that it should also be avoided in children up to 15 if they were feverish.

## 10 Clinical Decisions

In the absence of clear guidance from a medical professional, it is not advised that any member of The Radcliffe School staff makes a clinical decision with regard to the needs of a student unless in extreme circumstances.

Any instructions given to The Radcliffe School in relation to a student's medical requirements should be specific and clear enough to avoid the need of requiring The Radcliffe School staff to make any judgements about what medication to administer. If necessary The Radcliffe School should arrange a multi-agency meeting with appropriate health care professionals where clear instructions can be obtained and a student risk assessment can be determined.

If a child's medical needs are such that the dosage or method of administration of any medication might vary depending on other factors, The Radcliffe School should be provided with explanative charts, diagrams or other printed guidance wherever possible.

If any medical problems arise which are not covered by a student's Health Care Plan, or any instances where the details on the Health Care Plan are found to be unclear, The Radcliffe School should contact the student's parent or guardian, or seek medical advice before taking any further action unless doing so would put the child at risk.

## 11 Administering Medicine

Members of staff have no contractual obligation to give medicine, supervise a student taking medicine or assist in any treatment of a student requiring medicine unless specifically set out in their contract of employment under their job description.

Staff may volunteer to give medicine and assist with treatment. In this case they should be provided with suitable and sufficient training to enable them to carry out their voluntary duties safely and responsibly and should include training on the administering of i.e. eye and nose drops. Such training can be arranged in conjunction with the local Health Trust. The Radcliffe School should maintain a written record of which member of staff has volunteered to administer which medication and what training each member of staff has received.

Any member of staff giving medicine should check:

- the student's name
- that there are written instructions provided by the parent or doctor
- the prescribed dose and the expiry date of the medicine

If there is any doubt about these details, or they are not provided, then medication should not be given until the full details are known. Medication should not be administered until full information is provided.

Each time a student is given medication a record should be made, including the date, time, what was administered and, if necessary, details of any problems, which the person administering the medication should sign.

Where invasive or intimate treatments are required then the person carrying out such a treatment should be of the same gender as the student receiving the treatment. One additional adult should be present whilst the treatment is carried out unless intimate care procedures indicate otherwise.

Those persons who volunteer to provide intimate or invasive treatments must be suitably trained. Training and advice can be obtained from the local NHS Trust

Where invasive or intimate treatments are required but no member of staff volunteers to provide it, the headteacher and parents must respect the staff's wishes not to do so and not put any pressure on them to assist in such treatment. It will then be necessary to refer to the local Health Trust for advice on how to continue providing treatment.

Under no circumstances should any person employed by The Radcliffe School administer medication if they have not received requisite training or authorisation from their headteacher. If a student is at severe risk because their medication cannot be given, the headteacher must ensure that there are suitable emergency arrangements in place.

Do not give medicine to any student under the age of 16 without their parent's written consent.

## **12 Self-Management**

The Radcliffe School should encourage young people to take control of their medication and illness from a young age. The ages that children are able to take control of their medicines varies enormously. It should, however, be considered that in some circumstances a young person might not ever mature enough to take medical responsibility for themselves at The Radcliffe School. As young people grow, develop and mature they should be encouraged to participate in decisions about their medications and to take responsibility.

If students are able to take medication themselves, then staff may only need to supervise. The Radcliffe School policy should include whether students may carry and administer (where appropriate) their own medication, and the safety of other students.

Where students are prescribed controlled drugs, staff need to be aware that these need to be kept in safe custody. Students should be able to access these for self-medication if it is agreed that it is appropriate.

## **13 Refusal to Take Medicine**

No person can be forced to take medicine should they refuse.

If a student refuses to take medicine and the information provided by the student's parent and/or GP suggests that the student is at great risk if they do not take their medication, the parents should be contacted immediately. If a parent cannot be contacted medical advice and/or call the emergency services should be called.

Where the information provided indicates that the student will not be at great risk if they do not take their medication, but the parent has informed The Radcliffe School that their child should receive their medication, the parent should be contacted as soon as possible.

Parents/primary carer/guardians should be communicated with directly and not via a note sent home with the student. Records of the conversations should be kept and The Radcliffe School may wish to follow this up with a letter.

## **14 Epi Pens and Asthma Inhalers**

There are two aspects of medical care that some Radcliffe School staff have been able to manage without undue concern about imposition or impracticality. Children and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quite quickly. Epi pens are considered to be a risk free treatment. If staff are correctly trained to administer the Epi pen they are a one shot injection that cannot do any harm and at the worst they have no effect.

The Radcliffe School are expected to have some provision for the emergency treatment of anaphylaxis. First aid treatment can include the appropriate use of Epi pens. Staff might be happy to volunteer to specifically administer Epi pens.

If staff are not prepared to administer Epi pens this needs to be made clear to parents of individuals involved. These issues need to be covered within the medication policy. Epi pens need to be covered within the medication policy.

Epi pens need to be stored in a dry area with a constant temperature they are fragile and can become ineffective if they are knocked or become too cold. Where possible a minimum of two Epi pens should be kept on site in the event that one fails. The use by date of each pen should also be monitored to ensure they are within the effective date for use.

As asthma affects between 10% and 17% of the general Radcliffe School population and has a variety of degrees of severity. It is important that the parent/guardian inform The Radcliffe School if their child requires an inhaler. Older students are able to self-administer their own medication and parents/guardians should be part of this process.

Inhalers for younger students who are unable to administer their own medication should be kept in a safe place and labelled in the same manner as any other medication. In the case of an asthma attack the inhaler would need to be administered urgently so The Radcliffe School must have an emergency procedure so that all staff are aware of the location of all inhalers. The storage of inhalers needs to be well managed and the distance between where the student is situated and where the inhalers are stored must also be considered. Parents/guardians should request an extra inhaler from their family doctor so that this can be left at The Radcliffe School premises. The Radcliffe School must not allow inhalers for one student to be used by another and must only allow each inhaler to be used by the student it is prescribed for.

However, as from September 2014, the law was changed to allow the school's First Aiders to administer, in an emergency, Ventolin/Salbutamol to a student in the absence of their personal inhaler.

## **15 Health Care Plan**

To ensure that each child with medical needs receives the appropriate support at The Radcliffe School and that all persons who may come into contact with the student have

access to sufficient information, the headteacher should ensure that a written health care plan is drawn up. This should be done in conjunction with the parent and The Radcliffe School Medical Officer or GP etc. It should give details of the student's condition, daily care requirements, emergency action to take and when to take it, who is responsible in an emergency (including reserve(s)) and any follow up care that may be needed.

Input into the health care plan should be sought from everyone with whom the student is likely to have contact – e.g. class teacher, form tutor, year head, care assistant, The Radcliffe School staff who have agreed to administer medication, The Radcliffe School health service, escorts/The Radcliffe School transport service.

The plan should be provided to all staff that will have contact with the student including, for example, lunchtime supervisory assistants. As the medical information contained within the plan is confidential, the level of information provided to various staff should be carefully planned so that, for example, a lunchtime assistant knows what to do in an emergency but is not party to the specific reason for doing it if the parent, guardian, or student does not want their medical condition to be generally known.

The plan should also identify what particular training needs will be required for anyone volunteering to administer medicine.

The plan should reflect not only the physical needs of the student but the emotional needs as well. However, the headteacher must not make value judgements about any medication prescribed, even though the child may appear to be unable to cope with taking his/her medicine. In those instances, the headteacher will need to discuss his/her concerns with the student's parent and/or health care professionals.

The plan should always identify what action should be taken in the event of the unexpected, e.g. an injury. If a student who accesses medication in The Radcliffe School requires hospital or clinical treatment as a result of some incident always take the care plan, and the medication with them to hospital, or ensure that the parent takes them. Note this in the records.

## **16 Radcliffe School Trips and Sporting Activities**

### **16.1 Radcliffe School trips**

Students with medical needs should be encouraged to participate in The Radcliffe School trips as long as the safety of the student, other students and/or staff is not placed at significant risk.

It may be necessary for The Radcliffe School to take additional measures for outside visits. This may include:

- additional staff supervision
- adaptations for bus or coach seats and entrances
- provision of secure cool-bags to store medicine
- provision of properly labelled single dose sets

When planning trips and visits which will include a student or students with medical needs, all persons supervising the trip should be made aware of the students' medical needs and any emergency procedures that may be needed (unless the parent/guardian does not give their prior consent to do this).

The location to be visited should be made aware that persons with medical needs are included in the party, if this is practicable and if the parents have consented (e.g. on a visit to a museum an appropriate member of the museum staff be made aware of any potential difficulties that may arise – such as a member of the party being epileptic). Where it is unlikely that any difficulties will occur, there is no need to inform the place to be visited.

If a student's medical condition will be aggravated by the place being visited they should not be permitted to go – or take them to an alternative place.

If there is any doubt regarding a school trip The Radcliffe School should discuss the trip with the parent and also, if necessary, seek medical advice.

## **16.2 Sporting activities**

Most students with medical needs should be able to participate in sporting activities either as part of the curriculum or as an extra-curriculum activity.

However, some children will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.

Any members of staff supervising students involved in Physical Education and sporting activities must be aware of the relevant medical conditions and emergency procedures for any student with a medical condition who is participating in the lesson or activity either actively or as an observer. For extra-curriculum activity or after hour Physical Education lessons, where a student with a medical need is participating, the level of supervision should be assessed and it may need to be increased.

## **17 Storage and Disposal of Medicines**

### **17.1 Storage of medicines**

Medicines may cause harm to anyone for whom they were not prescribed. They may also be harmful for the person for whom they were prescribed if that person takes an incorrect dose. Some medicines are poisons; others can become poisons when they react with other substances.

The Control of Substances Hazardous to Health Regulations require that no person is placed at risk from the use of any hazardous substances. A medicine is a hazardous substance, to those administering the medication and those who may inadvertently be exposed to it.

Where a medicine may be thought to be non-toxic or non-poisonous, it should still be classed as being toxic to avoid any confusion.

Managers are required to assess the risks presented by a hazardous substance to any person who may come into contact with it. Then, having assessed the risk, they should determine the method or methods by which that risk may be removed, reduced or controlled.

The primary consideration is to eliminate the risk completely. This may be done by not allowing medicines into The Radcliffe School and, for example, requiring student to be placed on three x daily doses rather than four x daily doses if appropriate.

If the hazardous substance cannot be eliminated from The Radcliffe School the next requirement is to substitute it for a less hazardous substance if one exists. The Radcliffe School should encourage GP's, via The Radcliffe School First Aiders, to prescribe less toxic alternatives if the medicine has to be taken at The Radcliffe School.

If there is no means of eliminating or substituting the hazardous substance controls to reduce any risk of harm to the lowest level that is possible should be implemented. Such controls will include:

- All controlled drugs must be kept in an approved (meet with the requirements of the misuse of drugs regulations) lockable receptacle. This must be locked at all times except when being accessed for the storage of medication or the administration to the named recipient.

Lockable receptacles must be:

- of robust construction
- made of steel
- kept in a room or building that is alarm protected.

Ideally it should be locked by a key and a combination lock together. This will allow a master key to be fastened to the inside of the receptacle and only the headteacher to have the combination code to unlock in an emergency. The integrity of using only a combination lock cannot be guaranteed.

Keys, should be kept to a minimum and only held by individuals who have legitimate authority to access the medicine cabinet. These should never be given to an unauthorised person, left on hooks, in desks or out on display.

- Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual student.
- Medicines should be stored strictly in accordance with product instructions
- Students should know where their own medicines are stored and who holds the key.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to students and should not be locked away.
- Few medicines need to be refrigerated. These will be kept in the refrigerator in the Medical Room. There should be restricted access to a refrigerator holding medication. When the staff room is not occupied – depending on the risk assessment undertaken by the headteacher – the room or the fridge should be locked so that access is denied to everyone except those authorised by the headteacher.

Medicine should be stored in original containers which are labelled with:

- the name of the person for whom the medicine is prescribed
- the name and constituents (if known) of the medicine
- the prescribed dose
- the time the prescribed dose is to be taken
- who to contact in an emergency
- the expiry date of the medicine
- the name of the person or organisation responsible for prescribing the medicine



- any likely side effects for the person taking the medicine (e.g. harmful or toxic if swallowed, harmful by inhalation, harmful if in contact with the skin or eyes)

It may not always be possible to get all the above information from the original container. If this is so, the pharmacy supplying the medicine or the pharmacy department of the local NHS Trust may be of assistance.

Some medicines can have serious ill health effects on those giving the medicine, produce harmful vapours, some can be corrosive or produce dermatitis; some can sensitise those giving the medicine, some people may already be sensitive to the medication – particularly those who suffer from eczema or asthma. Staff who volunteer to administer medicine which has been assessed as being a sensitiser should be asked if they have respiratory or skin problems and should wear appropriate protection. If they have, the headteacher should seek an alternative volunteer. Volunteers should be provided with suitable personal protection such as disposable gloves, face mask, etc. Should a volunteer become sensitised to a particular medication they should cease to administer it and again the headteacher should seek an alternative volunteer. Such reactions, however, are rare.

### 17.2 Disposal of medicines

Under no circumstances should The Radcliffe School dispose of any prescribed medicine or the container from which it came. The parent of the student for whom the medicine was provided should collect all empty containers, surplus medicines and out-of-date medicines. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

On the very rare occasion that The Radcliffe School has to dispose of any of the above, advice should be sought from the Environmental Health Waste Disposal Service before disposal of any items. Pharmaceuticals that are cytostatic or cytotoxic (are defined as any medicinal product that has one or more of the following hazardous properties: Toxic (H6), Carcinogenic (H7), Mutagenic (H11) or Toxic for Reproduction (H10)) are classed as “hazardous Wastes” under Hazardous Waste Regulations 2005 as such disposal must be in accordance with the requisite Regulations.

### 17.3 Disposal of sharps

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the student’s GP or paediatrician. Collection and disposal of the boxes should be arranged with the relevant Environmental Waste Disposal Unit.

## 18 Further Information

More information regarding medication in The Radcliffe School – in particular basic information regarding common conditions such as asthma, epilepsy, diabetes and anaphylaxis – is available in the DfES and Department of Health publication “Managing medicines in schools and early year settings” Reference 1448-2005DCL-EN March 2005 – DfE.

The publication includes forms that can be used as part of The Radcliffe School’s policy on administering medication. The forms in the pack are as follows:

- Healthcare plan for a student with medical needs
- Request for The Radcliffe School to administer medication
- Confirmation of the headteachers agreement to administer medication

- Record of medication administered in The Radcliffe School
- Request for student to carry his/her own medication
- Staff training record – administration of medical treatment
- Guidelines for the administration of rectal diazepam in epilepsy and febrile convulsions for non-medical/ non-nursing staff
- Emergency planning – request for an ambulance

Drugs: Guidance for The Radcliffe School (DfES, 2004) Ref: DfES/0092/2004 <http://www.teachernet.gov.uk/drugs/>

Code of Practice for The Radcliffe School- Disability Discrimination Act 1995: Part 4 (Disability Rights Commission, 2002). Ref: COPS. <http://www.drc-b.org/thelaw/practice.asp>

Disability Rights commission Tel: 08457 622 633

Special Educational Needs Code of Practice (DfES, 2001) Ref: DfES/0581/2001 [www.teachernet.gov.uk/teachinginengland/detail.cfm?id=390](http://www.teachernet.gov.uk/teachinginengland/detail.cfm?id=390)

National Service Framework for Children and Young People and Maternity Services: Medicines and Children and Young People. Website: [www.dh.gov.uk/healthtopics](http://www.dh.gov.uk/healthtopics) (click on Children's Services). Order: DH Publications Tel: 08701 555 45

Council for Disabled Children publication "The Dignity of Risk"

## 19 Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

Asthma UK (formerly the National Asthma Campaign)

Advice line: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: [www.asthma.org.uk](http://www.asthma.org.uk)

Diabetes UK

Care line: 0845 1202960 (Weekdays 9am to 5pm)

Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

Department for Education and Skills

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

Department of Health

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

National Society for Epilepsy  
Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)  
Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)

## Appendix One

### Supporting Students with Diabetes

These guidelines have been put in place following consultation with Jackie Higgins, Paediatric Diabetes Specialist Nurse, and informed by the Royal College of Nursing publication 'Supporting Children and Young People with Diabetes'.

The arrangements below are to assist all students with managing their diabetes as efficiently as possible. The school recognises the need to enable a personalised approach as each student's needs are likely to be different.

- All insulin or other medication needed must be kept in the Medical room and not taken into lessons, these should be clearly named.
- An emergency supply of appropriate 'snacks' can be kept in the Medical room, a clearly named bag must be provided for storage.
- Student may keep their blood monitoring equipment in their school bag and taken with them to lessons along with their hypo treatment.
- Students have the option of attending the Medical room at lunchtime to take a blood reading and administer their insulin. Their blood glucose level will be recorded in the individual's record book, which will be kept in the Medical room. The information will be passed to medical services/parents/carers as required.
- Students diagnosed with diabetes will be provided with a pass to allow them to go to the front of the line in the canteen.
- Students will have the option of either leaving the classroom to take a blood glucose reading (in which case a pass card will be provided to allow this without challenge from the teachers). A suitable venue (House office/Medical room) will be made available or they have the option to carry out blood glucose tests within the classroom. The classroom is the appropriate venue should the young person feel their blood glucose level is low. If the young person is feeling unwell the Medical team will be contacted to assist.
- The Medical team are responsible for the support of students encountering any issues with the management of their treatment whilst at school.
- Designated staff will undertake regular training and updates run by the Paediatric Diabetes Specialist/School Nurse.
- All staff will be offered the opportunity to undertake such training.

