

# Fiveways School

## Supporting Pupils With Medical Needs Policy



### Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	November 2022	Swavek Nowakiewicz	September 2024

### Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		22/11/2022
Head Teacher	Swavek Nowakiewicz		22/11/22

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## Introduction

Fiveways School is a school for children with Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD)

Many of the pupils attending Fiveways School have complex health needs that require medications to be administered and medical procedures to be carried out within the school day.

Fiveways School is committed to ensuring that pupils with medical needs have the same right of access as other pupils to continue their education to the best of their individual ability.

## Aim

The aim of the policy is to ensure that pupils with medical conditions attending Fiveways School are appropriately supported so that they have full access to education. Fiveways School has reviewed its policy in line with the Department of Education guidance (Dec 2015).

The policy will cover the four following points:

1. Establishing clear procedures for managing medication within the School, including managing medical errors, risk reporting and regular auditing.
2. Identifying which medical procedures can be carried out by school staff
3. Ensuring appropriate staff medical training is provided and training records are maintained for school staff
4. Defining the roles and responsibilities of all individuals involved in supporting the pupils of Fiveways School.

1. Establishing clear procedures for managing medication within the School, including managing medical errors and risk reporting

1. Any medication that is brought into School should be handed from adult to adult (including transport escorts)
2. Medicines can only be brought on to the School premises with the knowledge of the School nurse
3. Pupils Medication can only be administered with written parental consent
4. All medications must be kept in the following locked storage facility.
  - Emergency medication must be kept in a separate locked storage facility (located on the wall in the medical room)
  - Controlled Drugs must be kept separate in a double locked storage facility, with a key lock for storage. The controlled drugs storage facility will be on the wall in the medical room. The key holders will be the Head-teacher, School Nurse and SENco
  - Medications that need to be stored in a refrigerator should be kept secure in the medical room fridge
5. Emergency medication and controlled drugs must be signed in and out of the locked storage facilities, (a book for signing will be available in the medical room) and parents must provide an emergency care plan for the administration of emergency medication. This care plan must be from the pupil's consultant.
6. All medication must be labelled by a pharmacy with the pupil's name, date of birth, name of the medication, dose and frequency of administration and the expiry date. We will not accept medication without relevant information
7. Staff should follow the 'Safe Administrations of Medications Guide' (refer to appendix a)
8. The school will not give Aspirin to any pupils under the age of 16 unless it is a prescribed medication
9. The school will not give the first dose of any new medications
10. Parents are responsible for the disposal of date –expired medication. If they are unable to do so, then the medication will be disposed of at a pharmacy
11. Sharp boxes must be used to dispose of needles and sharps.

12. In the unlikely event that medication is left at school at the end of the day/week, parents should initially contact the school. If there is no response from school parents should seek medical advice
13. Staff administering medication must be competent to do so
14. Managing a medication error (refer to appendix b)
15. Regular medication auditing list
16. Complaints procedure. Please refer to the Fiveways complaints procedure where will we find this
17. In the absence of the school nurse The SENCo for Fiveways will carry out medical administration

## 2 Identifying which medical procedures can be carried out by school staff

### Pupils requiring Medical Procedures

In supporting children with complex medical needs, the "Council for disabled children" together with the "Royal College of Nursing" have produced a list of clinical procedures that can be taught and subsequently delegated to non-health qualified staff (If trained and signed as competent) (RCN managing children with health care needs, Jan 2018)

- Administering Medicine in accordance with prescription as indicated on medicine packaging in a pre-measured dose via nasogastric tube, orally, or applied to skin, eyes and ears.
- Injections (intramuscular or subcutaneous). These may be single dose or multiple dose devices which are pre-assembled with pre-determined amounts of medication to be administered as documented in the individual child's care plan (preloaded devices should be marked when to be administered e.g. for diabetes where the dose might be different am or pm. In many circumstances there may be two different pens, one with short-acting insulin to be administered at specified times during the day and another for administration at night with long acting insulin).
- Administration of buccal Midazolam
- Blood glucose monitoring as per pupils prescribed medical plan.
- Assistance/administrating inhalers, cartridges and nebulisers (Including the administration of the Emergency Inhaler located in the medical room) refer to appendix c

- Assistance/administration of Epi-pens (including the emergency Epi-pen located in the medical room). Refer to appendix k.
- Emergency treatments covered in basic first aid training including airway management and use of the external defibrillator
- Tracheostomy care, including the use of a suction catheter & an emergency change of a tracheostomy tube
- Oral pharyngeal suctioning with a yankeur suction
- Assistance with prescribed oxygen administration & oxygen saturation monitoring where required
- Administration and care of compressed oxygen (Emergency oxygen)
- Nasogastric, Gastrostomy and jejunostomy feeding
- Stoma care

The Royal College of Nursing has advised that unregistered health carers should not undertake the following tasks:

- Assessment of care needs, planning a programme of care or evaluating outcomes of a programme of care.
- Re-insertion of nasogastric tube
- Re-insertion of a peg or other gastrostomy tubes (the exception is button devices) and jejunostomy tubes (if trained by nutricia)
- Intra-muscular and sub-cutaneous injections
- Programming of syringe drivers
- Deep suctioning
- Siting of indwelling catheters
- Medication not prescribed or included in the care plan
- Ventilation care for an unstable or unpredictable child

These lists are a guide only and it is important to acknowledge that for pupils with complex health needs other solutions are sometimes required. These will be defined in health care plans. It is emphasised that staff assisting in these procedures must be trained by a relevant healthcare professional

### 3. Ensuring appropriate staff medical training is provided and training records are maintained for school staff

There is no legal duty that requires school staff to administer medication or carry out medical procedures. Although school should ensure that they have sufficient members of support staff who are appropriately trained, competent and confident to manage

medicines as part of their duties. Staff who volunteer to assist with any form of medical procedures must have a level of competency before they take on the responsibility.

Staff who volunteer to assist in any form of medical procedures are acting within the scope of their employment and are indemnified.

Fiveways School offers comprehensive training to all staff (refer to appendix d) to ensure that staff feel competent in this area. Any staff member that has completed the training provided but feels unable to carry out these duties confidently and competently must report their concerns to the school nurse who will make appropriate arrangements for additional training.

There are sufficient staff at Fiveways School who are trained in First Aid. The First Aiders are able to use the defibrillator and carry out First Aid duties, including emergency First Aid. There is a list of First Aiders in each class and in designated areas.

Fiveways School are presently putting forward a revised training package for all staff.

The training package will be made up of PowerPoints, quiz, competency books, and practical evaluation. The training will be monitored frequently. Fiveways expect a 100% pass rate for training relevant to staff depending on the individual medical needs of the pupils in their class.

#### 4 .Defining the roles and responsibilities of all individuals involved in supporting the pupils of Fiveways School.

Due to the nature of the pupils of Fiveways School, and levels of learning disabilities, each pupil and their capacity to understand a decision should be assessed on an individual basis together with the support of their family and other healthcare and educational professionals

It is acknowledged that no adult can make a decision on behalf of another adult (individual aged 16 years or above) and that it must be assumed that a person has the capacity to make that decision unless proven otherwise (England & Wales mental capacity act 2005)

### **Parents**

#### Parental consent

Parents sign an Annual parental permission slip, and medications, health, hygiene, and allergies form.

This form gives permission for personal care and any medical care required, including first Aid being administered and non-prescription medication.

Medication will not be given out to any pupil without written parental consent (refer to appendix e).

- Parents Responsibilities

Whenever possible, parents should comply with the school's policies for managing medication. Parents are requested to provide the school with full and up-to-date information, about their child's medical needs by completing the pre-entry profile on acceptance to the school.

Parents should inform the school immediately of any changes to their child's medical condition or medications, or any adverse reactions to any medication.

Medication should only be given at school if not doing so could have a detrimental effect on a pupil's health.

Parents to give school permission to liaise with other healthcare professionals to share information to ensure optimum care is provided for their child whilst in school.

## The Governing Body

Roles and responsibility. The governing body:

1. Reviews and approves this policy annually
2. Works in partnership with all relevant parties to ensure that this policy is implemented, disseminated and reviewed successfully. This involves ensuring that the school leadership regularly consults health and social care professionals, pupils, parents, and carers on how well the needs of the children with medication conditions are being supported at the school.
3. Ensures that every pupil in the school with a medical condition and/or disability is supported to enable the fullest possible participation in all aspects of school life.
4. Ensures that the school leadership has arranged for sufficient staff to receive suitable training, so that they are competent to take responsibility for any child with a medical condition.
5. Ensures that the school leadership has in place the appropriate level of insurance and liability cover provided by the Local Authority.



Roles and responsibility. The Headteacher:

Headteachers should ensure that:

- Written records are kept of all medicines administered to children (Refer to appendices g, h &j)
- The school's policy sets out what should happen in an emergency
- The appropriate level of insurance is in place and appropriately reflects the level of risk
- The school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions
- Appropriate protective equipment is made available to staff supporting pupils at school with medical conditions
- There is effective coordination and communications with relevant partners, professionals, parents and the pupil
- The correct management of accepting, storing and administering any medication.
- All parents and staff are aware of the supporting pupils with medical need policy (on school website, staff induction, pupil admission pack)

Roles and responsibility. School nurse:

- The school nurse will liaise with other healthcare professionals and parents to formulate an individual health Care Plan for pupils with medical needs. (Information obtained from the pre-entry profile and pre-entry meetings). (Refer to appendix f).
- The Care Plans should meet all healthcare needs required in school and should be reviewed at regular intervals or where there is a change in the pupils healthcare need
- The school nurse to be made aware of all medications that are brought into school and ensure correct administration and storage.
- The school nurse will also advise, implement and monitor staff training that is required in order to meet pupils healthcare needs
- The school nurse will also be available to offer support & advice or act as a resource to parents

#### Roles and responsibility. Teachers and support staff:

Staff are not expected to know or remember relevant legislation, but they are required to know and follow school medical or medication policy

- Staff who are carrying out medical procedures should only do so if they have undertaken appropriate training for the different procedures that they are participating in.
- Staff should be aware of any possible consequences that could arise and know how to deal with them
- A record of staff training should be maintained
- Staff must ensure that any medication that is given out from a class base must be stored in a locked medical cabinet
- Staff are responsible for ensuring that they are up to date with their medical training

#### Roles and responsibility. School health & advisory team:

The School health advisor will be involved in working with the school nurse, parents and other professionals to ensure that any clinical input in school is planned appropriately.

#### Roles and responsibility. Community Paediatric nurse team:

The community nurses work closely with the children and their families as a link between family life and the Hospital. They also link into the school through the school nurse offering support and advise for pupils, enhancing health care provided at school.

#### Roles and responsibility. Community Paediatrician:

The community paediatrician is a specialist doctor who may also be involved in planning care that may be required in school. The Paediatrician may give advice to the school on individual pupils or on generalized health problems.

#### Roles and responsibility. Orthotics:

Orthotics clinic run regularly and provide children with specialist supportive footwear, gators and AFO's has in order to support their range of movement. The orthotics clinic will give advice on how to best support the individual needs of the children, and how this can be implemented by both parents/guardians and staff.

#### Roles and responsibility. Continence Clinic:

Continence clinic runs at regular times throughout the year, and gives an opportunity for parents to attend clinic with a specialist nurse to discuss the continence needs of their child. This enables both staff and parents/guardians to support the individual needs of their children to maintain their dignity and comfort and to help them to progress with managing care needs independently.

#### Roles and responsibility. Dietician:

The dietician visits the school regularly, and supports both parents/guardians and staff with the nutritional needs of pupils. This includes regular weighing, and care of gastrostomy.

#### Roles and responsibility. Pupils:

Pupils to be supported and encouraged to manage administration of medications if the following applies:

- They are over the age of 16 years
- It is not a controlled or emergency medication
- They have the understanding of what the medication is for and how to take it appropriately
- They are supervised at all times when doing this
- Self-administration of medication will be considered a part of health & self-care

#### Disseminating this policy:

This Policy is available:

- On the school website
- As paper copies from the school office
- As part of the induction for all new or temporary staff

#### Unacceptable practice

Fiveways will not send pupils home frequently for reasons associated with their medical condition

Fiveways accept that no parent should have to give up working because the school is failing to support the pupil's medical needs

## **References**

Managing medicines in schools and early years settings (DFES/Department of health, 2005)

Managing children with health care needs: delegation of clinical procedures, training & accountability issues (Royal College of Nursing, 2018)

Supporting pupils at school with medical conditions (Dfe, Dec 2015)

Meeting the health needs of people with learning disabilities (Royal College of Nursing, 3<sup>rd</sup> Ed, Nov 2013).

## Appendix a)

### Administration of medications

1. Staff giving out medication will know what the medication to be administered is used for in relation to the pupil's health needs and be competent to give it
2. Each pupil requiring medication will have individual administrations of medications booklet.
3. The staff will be aware that all medication in class or medical room should be stored in a locked storage facility - with the exception of inhalers which must be labelled and in a clear container and easily assessable for the pupil.
4. Staff must collect the medical administrations booklet for the pupil, and ensure that the relevant checks are made.

#### Medication Administration

Always follow the '5 rights':

- Right Patient
- Right Medicine
- Right Dose
- Right Route
- Right Time

Always check against the label and consent form and that the medicine is in date.

If there are any discrepancies, **DO NOT** proceed without further advice.

5. Staff must sign that the medication has been given, in the presence of a 2<sup>nd</sup> person who will need to countersign
6. Staff to follow the managing a medication error procedure if a mistake has been made.
7. Staff to be aware of the Fiveways complaints procedure

## **Appendix b)**

### **Managing a medication error**

#### **What are Medication errors?**

- Forgetting to administer a medication
- Giving too much or too little medication
- Giving the wrong medication
- Giving medication at the wrong time
- Giving medication the wrong way (via the wrong route)

Staff should be supported and encouraged at Fiveways School to be open and transparent when it comes to errors. The focus therefore should be on what they can do to prevent a more serious situation developing

#### **In the event of an error staff should:**

1. Stay calm
2. Check all the information again to be clear on what the error was
3. Report the error to a senior, more experienced staff member (Teacher, School nurse, Headteachers)
4. The senior member of staff must then check the pupil
5. The pupil's parents/guardian should be informed of the error and agree on the next steps
6. Arrange for advice to be sought from the Pupils GP.
7. Document the error on the administration of medications form
8. Complete an incident report form

If the pupil loses consciousness, experiences breathing difficulties, or shows signs of a serious reaction staff should immediately call 999

If the pupil at any point after administration of medication shows signs of being, unwell staff should call 111 for immediate advice and support

## Appendix c)

### Procedure to follow if a pupil is having an Asthma attack

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler found in the Medical Room at Fiveways School (please follow instructions from the Emergency inhaler information book located in the medical room alongside the inhaler and spacer, and signed consent forms)
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time of every two minutes, up to a maximum of ten puffs.
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better.
- If the child does not feel better or you are worried at **ANYTIME** before you have reached ten puffs, **CALL 999 FOR AN AMBULANCE**

If an ambulance does not arrive in ten minutes then given another ten puffs in the same way.

**Appendix d)**

	July	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
FiO2												
Defib												
First aid box												
Accident books												
Midazolam meds												
CD cupboard												
Meds cupboard												
Care plans												
Medical stock												
Individual medical books												
Individual enteral feed books												
Staff training records												
Medical equipment												



## **Appendix e)**

### **Training list**

#### **Fiveways medical competencies workbook**

##### **Contents**

1. VNS training
2. Gastrostomy training
3. Shunt training
4. Epi-pen training
5. Epilepsy & Midazolam training
6. Blood glucose training
7. Oral suctioning training
8. Asthma training
9. Oxygen training
10. Medical administrations, and care plans
11. Hydrocortisone training
12. Emergency situations

**Appendix f)**

Parental consent form

<p style="text-align: center;"><b>Administration of Temporary Medication-</b> <b>Parental Consent</b></p>
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The school will not give your child medication unless this form is completed and signed.

Childs Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage required \_\_\_\_\_

Time to be given: \_\_\_\_\_

For how long is the medication to be given: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent/guardian)

Date: \_\_\_\_\_

## **Appendix g)**

### **Health care plans**

Fiveways must have sufficient information about the medical condition of any pupil with a short or long-term medical need before a child starts school, or from when a pupil develops a new or changing condition. This should include:

1. Details of the pupil's condition
2. Special requirements
3. Medication and any side effects
4. What to do and who to contact in an emergency
5. The role of the school
6. Storage and maintenance of equipment
7. To be signed by parents/guardian, nurse and head teacher and teacher

Every effort should be made to ensure that arrangements are put in place as soon as practically possible.

# **Appendix h)**

NAME	TYPE OF FEED & ROUTE	TIME	1	2	3	4	5	6	7	8	9	10	11	12	1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	<u>20 mls flush</u> <u>with each</u> <u>medication</u>																																
	<u>145mls Nutrini</u> <u>@170mls/hr</u> <u>40mls water</u>	<u>11.00</u> <u>am</u>																															
	<u>145mls nutrini</u> <u>@170mls hr</u> <u>40mls water</u>	<u>14.00</u>																															

## **ENTERAL FEED - ADMINISTRATION RECORD**

**FIVEWAYS SCHOOL, VICTORIA ROAD, YEOVIL, BA21 5AZ**

**ENTERAL FEED PLAN   MONTH & YEAR:**

**N = Nausea/Vomiting,   A = Absent from School,   O = Other (define)**

**Appendix i)**

**Medication administration record**

Name:

Month and year:

Allergies:

Date:	Medication:	Time:	Signature:		Stock Balance:
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					
5 <sup>th</sup>					
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25 <sup>th</sup>					
26 <sup>th</sup>					

R=refused N=Nausea/vomiting A=absent from school O=other (explain)

**Appendix j)**

**Medications, Health & Hygiene Information**  
**Academic Year 2022-2023**

<b>Pupils Name</b>	
<b>Regular medication to be administered at school :</b>	
<b>Dosage</b>	
<b>Time to be administered</b>	
<b>Regular medication to be administered at school :</b>	
<b>Dosage</b>	
<b>Time to be administered</b>	
<b>Permission to use Plasters. Yes/No (please circle)</b>	
<b>Permission to administer Paracetamol? Yes/No (please circle)</b>	
<b><u>Any Allergies</u> Yes/No (If yes please detail below)</b>	
<ul style="list-style-type: none"><li>• Allergy:</li><li>• Reaction:</li><li>• Pupil prescribed an Epipen Yes/No (If yes please detail)</li><li>• Pupil prescribed an Inhaler Yes/No (If yes please detail)</li></ul>	
<ul style="list-style-type: none"><li>• I give my permission for Fiveways School Staff to assist my child with his/her personal hygiene needs as and when required Yes/No</li></ul>	
<ul style="list-style-type: none"><li>• I am aware that the school advises that my child's vaccination should be maintained</li></ul>	
<ul style="list-style-type: none"><li>• I am aware that if any of the information on this form changes then I am responsible for informing the school</li></ul>	

**Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## Procedure for Epi-pen administration

All Epi-pens are stored in the medications cupboard in the medical room or safely near a pupil (less than 5 minutes away)

### How to use an Epi-pen

1. Form a fist around the Epi-pen and pull off the blue safety release
2. Place the orange end against the outer mid-thigh (with or without clothing)
3. Push down hard until a click is heard or felt and hold in place for 10 seconds
4. Remove the Epi-pen and massage the injection site for 10 seconds

