

<i>item:</i>	5
<i>report:</i>	CYP03/07

ADMINISTRATION OF MEDICINES

by Stephen Iliffe

Summary

This report describes the work of a multi-disciplinary, multi-agency Steering Group and makes recommendations regarding the policy and procedures for NHS Highland and The Highland Council. A similar report was accepted by the Education Culture and Sport Committee of the Highland Council on 9 November 2006.

1. Background

- 1.1 The Scottish Executive Health Department (SEHD) published guidance: "The Administration of Medicines in Schools" in 2001. Within the Highland area a multi-disciplinary, multi-agency steering group was developed including members from NHS Highland, The Highland Council Education, Social Work and Legal Services, Voluntary Agencies and lay representatives. This steering group has been chaired by the Consultant in Pharmaceutical Public Health. The membership of the steering group is now being augmented by trade union representation.
- 1.2 The steering group recommends that the SEHD guidance document should be adopted formally as policy by NHS Highland and the Highland Council, and that (where necessary) additional forms and guidance are developed and adopted through local processes in Health and Education.
- 1.3 The development of robust procedures in relation to the administration of medicines is an element in the implementation of both Highland Council and Scottish Executive priorities of social and educational inclusion, and plays a significant role in enabling the inclusion of some children and young people in mainstream education.
- 1.4 It should be noted that both law and national guidance in relation to confidentiality are likely to be amended as part of the implementation of *Getting It Right For Every Child*.

2. The Work Of The Steering Group

- 2.1 The steering group has been aware of the large amount of work taking place within partner organisations, for example:

- Many schools already have processes in place;
- Training is being delivered by health care staff;
- Training programmes are being developed for school and auxiliary staff.

2.2 The aims of the steering group have been:

- To provide strategic direction for administration of medicines in school;
- To make recommendations to Health, Education, Social Work and Voluntary Agencies for implementation of guidance and procedures in schools;
- To inform NHS Highland and Highland Council strategic planning and risk management.

2.3 The objectives of the steering group are to agree and undertake work to develop a Highland wide policy on medication in schools, and to:

- Ensure parents, children and staff are included in consultation at all stages;
- Ensure appropriate documentation is in place e.g. policies, guidelines, protocols etc.
- Clarify roles and responsibilities and to develop procedures;
- Give guidance on formats for drawing up health care plans, and on their administration;
- Give guidance on special arrangements and on procedures for dealing with medicines safely.
- Develop, monitor and review policies.
- Respond to new initiatives.

2.4 A summary of work in progress is attached. See Appendix 1. This work plan will require to be amended and up-dated from time to time.

3. Implementation In Practice

3.1 NHS Highland, as the Health Board for the Highland Council area, is statutorily responsible for the medical treatment of pupils and in carrying out this function can enter into agreement with other parties such as the Highland Council. Where it is known that there may or will be a need for a child or young person to receive medication while in a school the Highland Council will seek the assistance of NHS Highland to put in place an individual protocol and procedures. It will be necessary to ensure that teaching or other staff who volunteer to administer medicines, and support staff for whom it is a contractual obligation to administer medicines, are appropriately trained.

3.2 The senior management team of any school has responsibilities to pupils which can legitimately include ensuring the safe storage of small amounts of medication and ensuring that medication is available at need and fully accounted for when used.

3.3 Parents/carers may request that a school administers medication to their child in response to a short-term illness or condition, or regularly or at need on a long term

basis. The Highland Council has interim procedures in place which guide schools in how to respond appropriately to such requests. See Appendix 2.

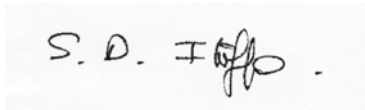
- 3.4 Where a pupil requires access to medication in order to be enrolled at a school (for example if a family relocates) head teachers will seek advice in order that, if possible, appropriate arrangements for the administration of non-invasive medication can be put in place on a short-term basis in order to minimise the disruption to the child's education. Where the need for medication is regular or long term, or the procedure is invasive, advice and training must be sought from NHS Highland. Parents/carers are expected to provide information about the possible need for medication so that the school can put in place any necessary protocols and training. The need for this information should be included in the Prospectus for every Highland school using the following statement:
- 3.5 *It is expected that parents or carers will inform the head teacher of any relevant information relating to the need to administer medication to their child(ren). The head teacher will need to agree with parents or carers exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents or carers expectations, the head teacher will seek advice from NHS staff and, if appropriate, from the education authority.*
- 3.6 Some pupils are able to carry and manage their own medication, and it is best practice to develop this management procedure for all pupils who become old enough and mature enough.
- 3.7 The (SEHD) guidance: "The Administration of Medicines in Schools" states (paragraph 8):
- 3.8 **Some support staff may have meeting the health care needs of pupils as part of their duties. For the majority of staff however there is no legal duty that requires them to administer medication; this is a voluntary role.** Teachers' conditions of employment do not include giving medication or supervising a pupil taking it. **All** staff who provide support for pupils with health care needs, or who volunteer to administer medication, need support from the Head teacher, health service professionals and parents, access to information and training, and reassurance about their legal liability
- 3.9 The Highland Council has public liability insurance and, provided the Council's documented procedures are followed, the Council will indemnify staff who volunteer or are required to administer medication to pupils. The Council will also indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation. Head teachers should let staff know about the provision for indemnity against legal liability made for all staff who volunteer to administer medication, and can ask the Council to provide written confirmation of insurance cover for staff who

provide specific medical support.

Recommendation

Members are asked to:

- Adopt the SEHD guidance document as policy within NHS Highland and The Highland Council;
- Support, where necessary, the development of additional processes and documentation within NHS Highland and The Highland Council;
- Support the current work plan, revised and up-dated as necessary, for the multi disciplinary, multi agency steering group. See appendix 1;

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Stephen Iliffe,
Senior Manager: Additional Support Needs

Current work plan for the multi disciplinary, multi agency steering group.

For Parents:

- Information defining responsibilities in relation to medicines administration at schools
e.g. poster, included in school prospectus, client information booklet - for acute, chronic and intermittent requirements. Work is ongoing.
- Systems to ensure appropriate involvement in decision making
e.g. lay representation on steering group, participation in own child's individual care plan, communication with school board. Checklist for head teachers under preparation.
- Systems to ensure information held within schools is updated at least annually and at a time of change of circumstances.
e.g. annual update form to parents at beginning of school year. Systems in place in schools.

For Prescribers:

- Awareness of the needs of school age children and avoidance of prescribing medicines during school hours and issues for school trips
e.g. articles in the prescribing newsletter - issues about environment, timing of administration, longer acting formulations, duplicate supplies, links to GPASS prescribing software. Article appeared in The Pink One.
- Access to training pack guidance for schools. To be placed on NHS Highland website as approval reached. Diabetes pack close to completion.

For School Nurses:

- Regular training on common clinical conditions, safe and secure handling of medicines. Training session on the 5th Monday in the month organised through child health.
- Training for trainers
- Up to date training pack to ensure consistency of training provision
e.g. steering group to investigate link with NES, virtual schools
- Involvement in individual health care plans for case load. Currently ongoing. New forms being agreed.

For School Staff:

- Information on systems in place
- Access to appropriate Highland guidelines and support materials for common conditions
- Training on common conditions on an ongoing and regular basis e.g. 3 yearly.
- Specific additional training as required
- Access to support system

For Unions:

- Involvement in process design

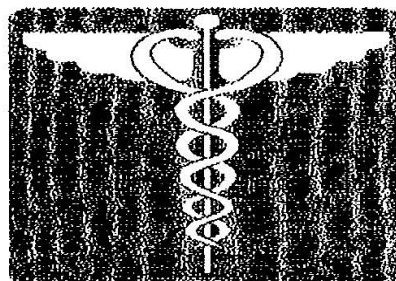
For **Organisations**:

- Strategy development - ongoing
- Monitoring of policy implementation
- Dealing with complaints

Appendix 2

Administration of Medicines in School

Interim Guidance for Headteachers and Staff



This interim policy statement and the appended guidelines have been produced in order to assist schools and residential establishments in The Highland Council Area to draw up policies in relation to the management of the administration of medication within education establishments and to put in place effective management and recording systems to support individual pupils with medical needs.

1. LEGAL POSITION

- 1.1 There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.
- 1.2 The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.
- 1.3 Where staff have been trained and act in accordance with training and medical advice, no question of individual liability should arise.

2. RESPONSIBILITIES

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

2.1 The Local Authority Responsibilities

- 2.1.1 The local authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

2.1.2 Training

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with the

Health services and health professionals. Health Authorities have a duty to facilitate and support necessary training.

The local authority should be satisfied that training is adequate and appropriate.

2.2 Parental/Guardian Responsibilities

- 2.2.1 Parents and any others who have legal responsibility for the care of children should keep children at home when they are acutely unwell.
- 2.2.2 Parents/guardians should request from their general practitioner that dosage schedules for any medication prescribed should not include school hours wherever possible.
- 2.2.3 Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration should be agreed between parents and the school.
- 2.2.4 Any medication to be administered in school should be clearly marked with the pupil's name, should be brought to school by the parent/guardian and should be delivered to the head teacher together with a completed consent form.
- 2.2.5 It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.
- 2.2.6 It is the responsibility of parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.
- 2.2.7 Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.
- 2.2.8 Parents/Guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

2.3 School Responsibilities

2.3.1 School Based Policy Statements

The head teacher in liaison with the health services must ensure that the school has established a policy on the administration of medicines. (An outline policy for schools is attached to this document which schools should finalise in relation to their individual situation.)

This policy must link clearly to any relevant other policies and must follow the local authority's policy and guidelines and any guidance emanating from the Scottish Executive.

The policy must provide full and effective guidance on the administration of medicines within the school.

2.3.2 Staff Volunteers

The head teacher must ascertain if there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.

2.3.3 Establishment of Individual Protocols for the Administration of Medicines

Where a child has a condition which requires the administration of medication in school on a long term basis, the head teacher must ensure that a protocol giving guidance on the administration of the medication is drawn up.

2.3.4 The head teacher must ensure that staff training and protocol review take place as necessary and not less than once per school session.

2.3.5 Storage of Medicines

The head teacher must ensure that all medicines are stored securely and in accordance with the manufacturer's requirements. Guidance will be available from parents and the school health team.

2.3.6 Record Keeping

The head teacher must ensure that staff keep accurate records of all instances when medication has been administered.

2.3.7 Emergency Procedures

The head teacher must ensure that the school has a clear statement of emergency procedures and that all staff are aware of procedures to be followed in emergency circumstances.

Statements on emergency procedures must include clear reference to emergency vehicle access taking account of any school security measures in place.

- 2.3.8** Where a child refuses to take medication, the head teacher must ensure that medical contacts and the parent/guardian are informed.

No member of staff should attempt to force a pupil to take medication against their will except in emergency circumstances where non-administration is likely to be life threatening.

2.3.9 Confidentiality

The head teacher and school staff must treat medical information confidentially.

2.3.10 Work Experience

Where work experience is being arranged, the head teacher must ensure that the placement is suitable for any student with a particular medical condition. Before arranging the placement, parents and pupils must be advised that the employer accepting the placement will require to be informed of the medical condition. Parents and pupils will require to be satisfied that the young persons' needs can be met in the work situation.

