



## **Ysgol Plas Brondyffryn Administration and Storage of Medication Policy**

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol – Secondary Site- SLD

Gerddi Glasfryn – Residential Site

*Please note that whenever the term Brondyffryn or School appears it is therefore referring to all of the above sites.*

### **1. Description of School and its Community**

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) and associated specific learning difficulties aged 3-19 years. The school is able to accommodate up to 125 children/young people. Gerddi Glasfryn Residential accommodates between 26 – 30 children/young people on a part time basis. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language; however, education can be provided through the medium of Welsh if requested by the family and detailed in the Statement of Special Educational Needs. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

### **2. Description of Policy Formation and Consultation Process**

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body. Parents were also consulted for this review.

### 3. Key Principles

- Intended that no action or omission in the administration of any medicine causes detriment to the children/young people in the school.
- Staff to undergo Medication Administration Training.
- Produced with advice from and in partnership with the pharmacist.
- All medication entering the school premises is checked and recorded.
- All medication is placed and stored in appropriate secure and locked facilities.
- Refrigerated medication to be kept in a secure medical refrigerator.
- Keys to the medical cabinet are to be kept in the respective offices to be used by the nominated person to access the medication.
- Only nominated and appropriately trained staff to administer medication.
- Medication to be administered following GP administration advice on dosage and time.
- Medication to be administered only following written consent from a person with parental responsibility.
- A **Personal Medical File** is kept for every child of administered medication.

### 4. Health and Medical

The school meets the requirements of The National Health Service Act which requires that medical and dental checks are carried out at regular intervals. Medical and Dental checks are carried out annually and are organised by The Community Health Department of the Conwy and Denbighshire Health Trust.

The National Minimum Care Standards for Residential Special Schools of 2003 requires that individual case files held at the school contain details of a child's/young person's medical health or developmental tests or examinations carried out while accommodated at the school.

A **Medication Information Sheet** is available for parents/carers, outlining the main advice and requirements detailed in this policy. This sheet will be sent out to parents on a regular basis. Please see Appendix 2

Children/young people with a medical condition carry a Personal Care Plan, set by the child's/young person's doctor/ nurse and shared with school staff. When this is updated the school must be informed.

At Gerddi Glasfryn, every child/young person has a Health Care Plan and Personal Medical File.

Any child/young person requiring emergency treatment will be taken to the Denbigh Infirmary or the Accident and Emergency department at Glan Clwyd Hospital. In such cases parents/guardians are informed as a matter of urgency.

If a child/young person needs to visit a GP while at Gerddi Glasfryn parents/guardians will be consulted. Staff accompanying the child/young person will be required to complete a temporary resident's form at the surgery. If medication is prescribed parental consent will be required prior to administration.

If a child/young person becomes poorly parents/guardians are informed and if not fit to attend lessons then parents/guardians are requested to collect the child/young person from the school or from Gerddi Glasfryn. This is important as our pupils are more likely to display challenging behaviour when not feeling well.

After an illness children/young people should only return to school when fully recovered and any temporary medication finished.

Homely remedies as stated in Section 12 of this policy can be administered at school, if supplied by parents/carers and with their written consent.

School and Gerddi Glasfryn will administer antibiotics if the first 3 doses of antibiotics have been administered at home and no record of side effects has been recorded. Parents/carers need to give written consent and supply all the necessary information.

If an illness is infectious or contagious parents/guardians are contacted and requested to collect the child/young person from school or Gerddi Glasfryn and to follow the guidelines from the National Public Health Service for Wales regarding the recommended periods of absence.

Please see Appendix 1

## 5. Record keeping

- Every child who requires regular or occasional medication (this includes homely remedies such as pain relief, creams, and antihistamines) will require a Personal Medical File.
- On receipt of all the medication the **"Record of Medication brought into school/ hostel"** should be completed and countersigned.
- When giving out medication the **"Record of medication administered in school/hostel"** should be logged and countersigned.
- Each site has nominated medication administrators who will administer and sign for the medication given as detailed in the Personal Medication File. In the absence of this person a senior manager should take on this responsibility.
- Medication must be administered in the presence of 2 people.
- All medication given to a child **must** be recorded in the child's Personal Medical File.
- All Epileptic seizures to be logged on the **"Record of Epileptic Seizures"** existent in the Personal Medical File
- All medication administration to be recorded in **black** ink
- Mistakes must be recorded in **red** ink

## 6. Storage of Medication

All medication delivered to school must be accompanied by the **"Request for School to administer Medication"** form. A signed copy of this form should be kept in the child's/young person's Personal Medical File and a photocopy sent home to parents.

All medication **must** be stored in the designated medication cabinets. These are located at the following places in each site:

- Primary site – Medical Room
- Secondary site – First Aid Room
- Ty'r Ysgol – Downstairs Office
- Gerddi Glasfryn – First Aid Room

Inhalers must be kept with pupils at all times and should not be kept in the medical cabinets. They must also accompany pupils when on outings.

All medication needing refrigeration is to be stored in a locked medical fridge. These are located at the following places in each site:

- Secondary site – Medical Room
- Gerddi Glasfryn- First Aid Room

The keys for medication cabinets, controlled drugs cabinets and medical fridges are to be kept in the office of each site to be used by the nominated staff from each site.

A master key of each site is kept in the main office at Park Street.

All drugs **must** come in the **Original Dispensed Container**, clearly labelled and include: the pupil's name, DOB, the dosage, times of administration and expiry date.

All controlled drugs must be stored in the controlled drugs cabinet and not in any other medication cabinet.

All controlled drugs delivered to school must be recorded in the "**Controlled Drugs Register**" and must have a running balance of the medication being held in the controlled drugs cabinet at all times.

When bottles of liquid medication are received, staff will estimate the amount in the container to the best of their ability.

## **7. Administration of Medication**

- All medication only to be administered by nominated and trained staff. Each site has 2 nominated persons that are their nominated First Aiders and also have current Administration of Medication training.
- Medication to be administered in the presence of 2 people.
- Staff administering medication must remember this is not a mechanical task and must take time to think about what they are doing.
- All medication to be administered strictly in accordance with the administration sheet and instructions from the pharmacy.
- Medication should not be removed from the original container in which a pharmacist or dispensing doctor supplied it until the actual time of administration.
- Liquid medication should be administered via a medicines spoon, pot or oral syringe.
- If medication is refused by the child/young person, the reason why must be recorded and the senior manager and parents informed.
- Incorrectly labelled medication will not be accepted in school and parents and senior manager informed immediately.
- Controlled drugs should only be administered according to the prescriber's written instructions and label from the pharmacy.
- When administering controlled drugs do so with care, double check picture and name of the child. Make sure that the controlled drug is prescribed for that particular child/young person.
- A record of returned controlled drugs must be kept and a signature from the Chemist as proof of return.
- Timing of medicine round to be flexible and accommodate dosage regimens.

## **8. Sending and Receiving Medication into School from Home**

- All prescription medication must be accompanied, as far as possible, by a copy of the GP's prescription. It is the parents' responsibility to obtain written medical advice of any changes to the medication dosage and to send this into school so

that it may be acted upon. This must be a doctor's letter not just parental information.

- Prescription medication in form of tablet and capsule must be sent into school in its original container with a pharmacy label. Parents should send in only the required number of tablets/capsules for the pupil's stay.
- Medication in suspension/liquid form must be sent into school in its pharmacy container with a dispensing label.
- Prescription medication must bear the dispensing label from the pharmacy, with the name, date dispensed, description, strength, dose and quantity given, method of administration and warnings.
- Prescription medication should also bring the information leaflet for the prescribed medication into school. This will be photocopied by the school and the original returned home.
- Medication should not be placed in day bags or suitcases. Medication must be carried in the zipped bags provided by school and handed to the escort who will hand it over to staff at the school site.
- Medical bags have double identification: photo and name and DOB.

### **9. Medication Hand-Over between School Sites and Gerddi Glasfryn**

- A member of the Child Care Team on each bus is responsible for "medication hand-over".
- The nominated person must make sure that all medication being picked up or delivered is contained in a locked "medication case" for safe transportation.
- Medication to be handed over and received by the nominated member of staff.

### **10. Covert Medication**

We do not condone concealing medication in food and/or drink and follow the Nursing and Midwifery Council (NMC) guidance on such issues.

If the need arises where there might be cause to consider administering medication covertly to a child/young person this indicates a general problem with administering medication to that individual which needs to be addressed.

A Senior member of staff at the site will discuss with the GP and the pharmacist alternative medication that would negate the need for covert medication.

In certain circumstances a GP may advise that medication should be given covertly e.g. by 'crushing' and/or adding to food or drink. School will act upon this advice when confirmed in writing by the GP and the Care Plan and Medication Administration record have been updated.

The child/young person or their parents must be formally informed of the GP's decision prior to this being put in practice.

### **11. Managing Errors, missing or stolen medication**

- If an error occurs in administering medication or medication is missing or medication is suspected to have been stolen, please inform the most senior person on duty.
- If there has been an error in the medication administered staff must not alter the medication sheet.
- The senior member of staff should then notify and ask for advice from the GP, NHS Direct and Out of Hours Service as appropriate.
- Senior member of staff to contact parents/carers.
- Error to be recorded in the child's/young person's Personal Medical File.
- Review and assessment of the administration procedure to be carried out and preventative measures to be put in place.

- All staff to be aware of the procedure to follow.
- Any tablets accidentally dropped on the floor should be disposed of and replacement medication obtained from parent or contact GP.
- If a young person refuses to take medication that has been removed from its packaging, it should be disposed of in a safe manner by transporting to a local pharmacy for destruction.

## 12. Homely Remedies

Below is the agreed list of Homely Remedies that Ysgol Plas Brondyffryn will be able to administer with written parental consent, without medical prescription. Homely remedies must be supplied by parents/carers.

Homely remedies will be agreed and recorded in the pupil's Personal Medical File, and will only be administered with parental written permission. Homely remedy medication administered will be recorded on a medication sheet. If symptoms persist then the parent will be contacted and a GP visit arranged.

- Check and record date of opening of homely remedy.
- Check and record expiry date.
- Check and record longevity of homely remedy once opened.

## 13. List of accepted Homely Remedies

Only the named medicines are considered Homely Remedies by Ysgol Plas Brondyffryn. Parents are advised to purchase the named homely remedies. School will be unable to administer any other homely remedies:

Pain Relief / Temperature	Calpol up to 13 years old Paracetamol from 13 to 19 years old
Sore Throat	Glycerin, Lemon and Honey Lozenges
Mouth pain relief	Bonjela Teething Gel up to 16 years old Bonjela adult over 16 years old
Cough	Simple Linctus
Mild skin conditions	E45/ Aqueous Cream/ Sudocrem
Sun care	As provided by parents

Reviewed: Spring 2016- Consultation with parents  
To be reviewed: Spring 2017

## Wellbeing Impact Assessment completed

A Wellbeing Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

### Date completed:

Spring 2016

## Appendix 1

### Illness Absence

(Guidelines from Welsh Assembly Government, Health Challenge Wales and National Public Health Service for Wales)

Any child/young person that is not well should be kept away from school and residential until they are well enough to benefit from and participate in all activities. In addition, even if they appear well, it is necessary to keep children who have certain infectious diseases away from school for an appropriate period to help prevent others becoming infected.

Please follow the guidance below:

<b>Cause</b>	<b>Guidance</b>
Chickenpox	5 days after rash appears
Conjunctivitis	None
Diarrhoea and vomiting	48 hours after last episode of diarrhoea or vomiting
Hand, foot and mouth	None
Impetigo	Until lesions are crusted or healed
Measles	5 days after rash appears
Mumps	5 days after onset of swollen glands
Ringworm	Until treatment is started
Rubella	5 days after the onset of rash
Scabies	Until treated
Scarlet Fever	5 days after commencing antibiotics
Threadworms	None
Whooping Cough	5 days after commencing antibiotics
Hepatitis A	In young children-7days after the onset of jaundice. Older children with good hygiene can attend school as long as they are well enough to do so.
Tuberculosis	North Wales Health Protection Team to advise on necessary action

## **Medication Information Sheet**

*This information is taken from the Ysgol Plas Brondyffryn Medication Policy, a full copy of which can be seen on the school website or requested from school.*

- If a child/young person becomes poorly parents/guardians are informed, and if they are not fit to attend lessons then parents/guardians are requested to collect the child from school or from Gerddi Glasfryn.
- After an illness children should only return to school when fully recovered and any temporary medication finished.
- If the pupil/ young person has suffered from vomiting and/or diarrhoea, the pupil/ young person can only return to school 48 hours after the last episode of vomiting/diarrhoea.
- Homely remedies can be administered at school, if supplied by parents/carers and with their written consent. Only the named medicines are considered Homely Remedies by Ysgol Plas Brondyffryn; no others can be administered.

Pain Relief / Temperature	Calpol up to 13 years old Paracetamol from 13 to 19 years old
Sore Throat	Glycerin, Lemon and Honey Lozenges
Mouth pain relief	Bonjela Teething Gel up to 16 years old Bonjela Adult over 16 years old
Cough	Simple Linctus
Mild skin conditions	E45/ Aqueous Cream/ Sudocrem
Sun care	As provided by parents

- **All medication** (including Homely Remedies) delivered to school must be accompanied by the “**Request for School to administer Medication**” form. A signed copy of this form should be kept in the child’s/young person’s personal Medication File and a photocopy sent home to parents
- All prescription medication must be accompanied by a **copy of the GP’s prescription** if possible and be sent into school in its **original dispensed container** with a pharmacy label showing name, DOB, date dispensed, description, strength, dose and quantity given, method of administration and warnings. Parents should send in only the required number of tablets/capsules for the pupil’s stay
- Parents should also send the information leaflet for the prescribed medication into school. This will be photocopied by the school and the original returned home.
- **Medication should not be placed in day bags or suitcases.** Medication must be carried in the zipped bags provided by school and handed to the escort who will hand it over to staff at the school site.
- School and Gerddi Glasfryn will administer antibiotics if the first 3 doses of antibiotics have been administered at home and no record of side effects has been recorded. Parents/carers need to give written consent and supply all the necessary information.
- If an illness is infectious or contagious parents/guardians are contacted and requested to collect the child/young person from school or Gerddi Glasfryn and to follow the guidelines from the National Public Health Service for Wales regarding the recommended periods of absence.
- Any child/young person requiring emergency treatment will be taken to the Denbigh Infirmary or the Accident and Emergency department at Glan Clwyd Hospital. In such cases parents/guardians are informed as a matter of urgency.



- If a child/young person needs to visit a GP whilst at Gerddi Glasfryn parents/guardians will be consulted. Staff accompanying the child/young person will be required to complete a temporary resident's form at the surgery. If medication is prescribed parental consent will be required prior to administration.