



MANAGEMENT CIRCULAR

97

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

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To Heads of all Educational Establishments

Arrangements for the Supervision and Administration of Medication and Support of Healthcare Needs

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1 Introduction

NHS Greater Glasgow and Clyde, as the Health Board for Glasgow City Council area, is statutorily responsible for the medical treatment of children and young people in education establishments and in undertaking this function can enter into agreement with other parties such as Glasgow City Council.

When it is known that there may or will be a need for a child/young person to receive medication while in an education establishment, Glasgow City Council will seek the assistance of NHS Greater Glasgow and Clyde to put in place an individual protocol and procedures.

The Head of each Educational establishment is responsible for the health, safety and welfare of children and young people in their care. They are responsible for making sure that all relevant staff know about, and are trained to provide, any additional support that children and young people need e.g. Support for Learning Workers/coordinators, Instructors, Health and Well-being Support Workers.

Some children and young people with medical needs may be more at risk than others, and schools/Early Years establishments may need to take additional steps to safeguard their health and safety e.g. individual procedures may be required.

The arrangements detailed in this document are mainly aimed at mainstream, ALN and early years establishments.

Children and young people attending Complex Learning Needs (CLN) schools are likely to have health conditions where the administration of medication is required regularly from GCC and NHS staff. Further specific guidance and procedures for more specialist establishments is currently being pursued.

The majority of children and young people attending Early Years, mainstream and ASL (excluding CLN) establishments are more likely to only require the supervision of the administration of medication, however that will depend on a number of factors e.g. age of child, medical condition, type of medication etc.

The forms contained within the appendices can be amended by individual heads of establishment to meet individual needs as required.

2 Purpose

Many children and young people will be required to take medication, or require assistance to maintain well-being, during the school day. This may be short-term for the majority, however, for others, this may be required on an on-going basis to support a health condition which, if not supported at school, could significantly impact on access to teaching and learning.

For the majority, as detailed above, this will be short term e.g. finishing a short course of antibiotics. However, others, who may suffer from conditions such as asthma or diabetes, may require some form of on-going daily treatment or monitoring of their condition.

Some may require emergency treatment for severe allergic reaction (anaphylaxis) or epilepsy. Children and young people with such conditions are regarded as having health care needs and with suitable support from within their education establishment, they can take part in most normal school activities.

A positive response by the establishment to assist with, and support, health care needs will not only support the child /young person's health, but will be seen as allowing them to gain the full benefit of their education experience.

These arrangements are designed to ensure that Glasgow City Council, Education Services, applies a consistent approach to the supervision and administration of medication and support of healthcare needs across all establishments.

3 Scope

These arrangements relate to all heads of establishment, members of the management team and those staff required to supervise or administer medication as part of their contractual duties and responsibilities.

Heads of Establishment should apply these arrangements to match the requirements of their establishment and pupil healthcare needs. These arrangements should be applied in conjunction with Supporting Children and Young People with Healthcare needs in schools (December 2017) published by the Scottish Government.

4 Responsibilities

4.1 The Head of Establishment has the following specific responsibilities:

- a) To ensure that an Individual Healthcare Plan (IHP) is completed for any child or young person that requires support in relation to a health care need, including those who may require emergency medicines. This plan should be reviewed and updated regularly and at least on an annual basis, or when medication is changed, in consultation with parents/carers and relevant medical staff. Where appropriate, the child/young person should also have an involvement in this review.
- b) To ensure that all relevant staff are aware of the IHP, and that all staff involved in the supervision and administration of medication are appropriately trained by NHS professionals, and that training is routinely updated as required.
- c) To ensure all appropriate staff within the establishment receive general awareness training/guidance in common medical conditions and that they are made aware of trained staff within the school to whom they can refer if a child/young person requires medication. They should also be made aware of any emergency procedures noted on the IHP.
- d) To ensure that there are sufficient trained staff along with the appropriate medication to provide care at all times, including activities out with the establishment e.g. school trips.
- e) To ensure that records are maintained accurately including class lists being clearly marked to indicate those children/young people with any medical condition which might require action to be taken to maintain well-being, e.g. allergy, asthma, diabetes, epilepsy.
- f) To effectively liaise with parents/carers and local health professionals to ensure that the health care needs within their establishment are met.
- g) To ensure that agreement is reached with all parties involved before the release of any information on a child/young person's healthcare needs, whilst ensuring confidentiality is maintained at all times.
- h) To ensure that suitable accommodation is available which offers adequate privacy where necessary, for the supervision and administration of medication.
- i) To ensure that parents/carers are requested to replace date expired medication, remove any unused/date expired medication from the school at the end of session, and replace medication at the beginning of the new session. Disposal of date expired or unused medication is the responsibility of the parent/carer. Expired medication should be handed directly to the parent if this is feasible.
- j) To comply with these arrangements in conjunction with Supporting Children and Young People with Healthcare needs in schools (December 2017)

4.2 Staff have the following responsibilities:

- a) Not to supervise or administer medication until such time as they have completed the NHS appropriate training, and are competent and confident to do so. The trainer and member of staff should both sign to agree that that is the case.
- b) Under no circumstances should any member of staff supervise or administer medication on their own initiative and without having completed the appropriate training.
- c) Staff should update their knowledge of all common medical conditions, i.e. allergy, asthma, diabetes, epilepsy, on a triennial basis through attendance at Awareness Sessions delivered by NHS Greater Glasgow and Clyde.
- d) Training is organised and held centrally on nominated in service days. Details and dates are emailed to the Heads of establishments via CBS.
- e) All staff who have direct responsibility for supervising or administering medication, should ensure that they are aware of the Individual Healthcare Plan and protocol for managing the condition, and any other relevant information.

4.3 Parents/Carers have the following responsibilities:

- a) Provide the head of establishment with all relevant information about their child's healthcare needs and treatments. This should include some written record of their medical condition from a GP, hospital or Clinical Nurse Specialist.
- b) In collaboration with relevant health professionals, reach an understanding on the establishment's role in supporting the child/young person's healthcare needs.
- c) When there is a need for on-going or emergency medication, it is essential that the parents/ carers, Head of Establishment, relevant health professionals, and child/young person, if appropriate, meet to discuss healthcare needs in order to formulate the IHP which outlines the nature of the healthcare need, and provides a clear indication of how these needs will be met.
- d) It is the responsibility of the parent/carer to ensure that all medication is "in date" and is replaced as necessary. It is also the responsibility of the parent/carer to remove medication from the school at the end of the school session, and dispose of any out of date medication via the pharmacy.

5 Individual Healthcare Plans (IHP)

In order to identify the necessary safety measures that are required to support healthcare needs and ensure that the child/young person, and others, are not put at risk, an Individual Healthcare Plan (IHP) should be completed. An IHP must be completed for each child/young person who has been diagnosed as suffering from a condition which may require healthcare support, or give rise to the need for emergency or essential medication

An IHP should contain information on the particular medical condition, provided by the appropriate health professional, and describe clear action steps to be taken in the event of the child/young person becoming unwell.

An essential part of the IHP is a written agreement to the administration of emergency medication, completed jointly by the parent/carer of the child/young person (or the child/young person, if sufficiently mature) and the Head of Establishment.

A number of children and young people with complex health needs, though not requiring medication, do require a co-ordinated approach to their care, which takes account of health and safety issues for children, young people and staff. The individual plan should contain information relating to:

- Child/young person's details
- Emergency contacts
- Details of physical/medical condition
- Daily care requirements
- Roles, responsibilities of staff if appropriate
- Training/briefing of staff

In addition, any specific information on the following should be included:

- Transport arrangements
- Movement and supervision around the school
- Curriculum accessibility arrangements, e.g. swimming
- Toileting arrangements
- Break and lunchtime arrangements
- Fire evacuation procedures, and
- Any other specific arrangements

The IHP should be signed jointly by the parent/carer, and the child/young person if mature enough, and the Head of Establishment, to confirm agreement.

The IHP and any supplementary information, should be held centrally in a secured cabinet and reviewed as part of the normal annual review process, or as required.

All relevant staff should understand the agreed procedures and know where to access the plan.

6 Training For Staff - Supporting Healthcare Needs

General awareness sessions will be delivered by health professionals from NHS Greater Glasgow and Clyde to ensure that all support staff have a basic understanding of the most common health conditions. These include asthma, diabetes, epilepsy and allergic reactions.

Regardless of whether staff are providing support to children/young people with these conditions, it is likely that they will come into contact with them during their time spent at school/nursery. Therefore, a basic understanding of these conditions will assist staff in recognising symptoms and provide an opportunity to seek appropriate support

Staff supervising and/or administering medication to support healthcare needs will be required to complete more detailed training. Training will be delivered, completed and signed off by a health professional from NHS Greater Glasgow and Clyde, as well as the employee prior to any member of staff providing support to a child/young person with healthcare support needs.

The Head of Establishment is responsible for arranging training for those staff supporting a specific healthcare need by completing the Request for Training Form (Appendix 3) and liaising directly with the Clinical Nurse Specialist, NHS Greater Glasgow and Clyde, parents/carers, and any other appropriate parties.

Following completion of training, the Staff Training Record must be completed and forwarded to CBS Training and Events, in order to ensure that the staff training record is updated accordingly.

7 Administering Medication

7.1 Non-prescription Medication

Non-prescribed medication e.g. paracetamol, should not be administered as it may not be known if the child/young person has taken a previous dose or whether it will react with other prescribed medication being taken.

However, if the child/young person regularly suffers from acute pain e.g. migraine, the parent/carer may authorise, in writing, and supply appropriate painkillers in the original container, labelled with the child/young person's name, and instructions on when the medication should be taken.

A member of staff should supervise the taking of medication and inform the parent/carer whilst ensuring the Record of Medication Administered (Appendix 5) is completed.

Children under the age of 12 must not to be given aspirin, unless prescribed by a Doctor.

7.2 Prescribed Medication

Any member of staff supervising or administering medication should always check the following beforehand:

- the child/young person's name
- written instructions provided by the parent/carer, pharmacist, Doctor or Clinical Nurse Specialist
- the prescribed dose, frequency ,expiry date
- any additional information supplied

While staff are acting with parental agreement, it is desirable, if practical, for a second member of staff to be present during the supervision or administration of medication as a reassurance to both staff and the child/young person. This person will also be able to confirm that medication has been correctly administered.

The need for privacy and reassurance should be kept in mind at all times and if there is any concern regarding procedures, the member of staff should seek further advice from the Head of establishment before administering.

8 Intimate Personal Care

Intimate care encompasses personal care which in most instances a child/young person will be able to undertake by themselves. However, the provision of intimate personal care may be required as part of the overall support required due to a healthcare need arising from disability, impairment or age profile.

In such instances, and where practical, the Head of Establishment should arrange for two members of staff, one of whom should be the same gender as the child/young person, to receive any appropriate training required, in order to provide support of an intimate or invasive nature.

9 Self Management

It is good practice to allow children/young people to manage their own medication from a relatively early age if they are responsible enough and have the competency to do so. In such instances it is likely that staff will only need to supervise. An example of this would be inhalers for asthma. Some children/young people with diabetes may require to inject insulin during the school day and appropriate facilities should be provided to allow this to be administered in private.

If the parent/carer is satisfied that their child is accustomed to independent self- administration of medication, the Head of Establishment can agree to a written request from the parent/carer that the child be permitted to self-administer as required without supervision.

A consent form should be completed by the parent/carer in such instances e.g. (Appendix 2).

10 Record Keeping - Administration Of Medication

The Head of Establishment is responsible for ensuring that all medication received and administered is recorded, including the expiry date, through completion of the Individual Record of Medication Administered form Administered Form (Appendix 4).

The Head of Establishment must also ensure that the parent/carer is informed when medication requires replacement using the Administered Form (Appendix 5).

Medication which is held within the establishment, and is in date, should be collected by the parent/carer at the end of the term and returned to the school on the first day of the next term.

11 Storage Of Medication

Where medication, is supervised or administered by staff, the medicines should be stored in a locked cabinet which is accessible to the designated staff members.

Establishments should ensure that storage areas are kept below 25C. In the event of medication requiring to be kept under refrigeration, storage should be in a designated refrigerator authorised by the Head of Establishment, or in a locked container within a domestic fridge.

Access to medication must be controlled and refrigerators or containers either secured firmly or located in a room or other area that can be locked. All medication, particularly epi-pens, should be retained in the original packaging.

Asthma inhalers and anti-seizure medication should be readily accessible at all times. It is suggested that in Early Years establishments , Primary 1 to 3 and Additional Support for Learning (ASL) schools, inhalers should be kept in a zipped "poly pocket"

In Primary 4 to 7 and Secondary schools, inhalers will, in most cases, be kept by the child in their bag or in the classroom with an additional inhaler kept in a zipped "poly pocket"

12 Disposal Of Medication

Staff are not responsible for the disposal of date expired medication, and medication no longer required for treatment should be returned to the parent/carer for transfer to a community pharmacist for safe disposal.

13 Hygiene And Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

Where advice on infection control is required, this will be provided by NHS GGC Health Professionals when training is being delivered.

Normal precautions include having access to protective disposable gloves/aprons and taking care when dealing with intimate care.

14 Activities Undertaken Outwith The Establishment

From time to time pupils may require to take part in activities out with the establishment. These might include school trips, extra-curricular activities, college/work placements etc.

The Head of Establishment must ensure that suitable arrangements are in place for the supervision and administration of medication for all activities out with the establishment, whilst ensuring designated trained staff have access to the required medication.

When an after school activity takes place within the school premises a designated person should have the appropriate training, and also be given access to any medication stored in the locked location within the school.

15 Refusal To Take Medication

When a child/young person refuses to take medication, school staff must not pressurise them to do so and should contact the parent/carer where the child is under 12 years of age or is unable to advocate for him or herself.

If parents/carers or emergency contacts are unobtainable, the child/young person's Doctor should be contacted for advice. In urgent cases the emergency services should be contacted. Procedures for contacting the emergency services are detailed at (Appendix 6).

16 Oxygen Management

The use of oxygen therapy in schools raises particular issues. It is important to minimise the disruption oxygen therapy can cause. The use of oxygen should be fully covered within the IHP.

N.B Care must be taken in the storage, handling and use of oxygen, e.g. adequate ventilation in the room in which oxygen is used is essential, as oxygen supports combustion, increasing the speed at which things burn. It is supplied in highly pressurised containers.

Appropriate training will be required for any member of staff with responsibility for oxygen therapy.

17 School Transport

Where children/young people with healthcare needs are transported to and from school by appointed contractors on behalf of the Council, it is the responsibility of the Council to ensure appropriate arrangements are in place to cover emergency situations.

These arrangements include:

- a) The staff with responsibility for care and supervision during the school journey should be made aware of the possibility of emergency medical treatment being required. This information is confidential and should not be disclosed to anyone other than relevant Education Services staff or medical professionals dealing with an emergency situation.
 - The relevant staff should hold up-to-date lists of children/young people in their care which include accurate home telephone numbers and emergency contact numbers.
 - Before accepting any medication from parents to convey to the school, staff must ensure that it is clearly marked with the child/young person's name. Any medication should be handed directly to school staff on arrival.
- b) All vehicles used to convey pupils must be equipped with an on-board communication system so that staff may contact emergency services and/or the school at any time during their journey, should a pupil require emergency medical treatment.

18 Public Liability Insurance

Glasgow City Council has public liability insurance and provided procedures are followed in line with staff training, the Council will indemnify staff that are required to administer medication to children/young people whilst at school/nursery.

The Council will also indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation. The Head of Establishment should let staff know about the provision for indemnity against legal liability made for all staff to administer medication and can ask the Authority to provide written confirmation of insurance cover for staff who provide specific healthcare support.



Individual Healthcare Plan (IHP)

PLEASE USE BLACK INK AND BLOCK LETTERS

Name		Establishment	
Year		Date of Birth	
Child/Young Person's Address			
Medical diagnosis or condition			
Date		Review date	
Name		Relationship	
Phone No's			
work	home	mobile	
Name		Relationship	
Phone No's			
work	home	mobile	
Clinic/Hospital Contact			
Name		Phone No	
G.P.			
Name		Phone No	
Who is responsible for providing support in school/nursery			
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:			

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:

Head of Establishment

Name

Signature

Date

Parent/Carer

Name

Signature

Date

Young Person

Name

Signature

Date



Parental Agreement

PLEASE USE BLACK INK AND BLOCK LETTERS

The school/nursery will not give your child medicine unless you complete and sign this form in line with Glasgow City Council's current arrangements:

Date for review to be initiated by	
Name	Establishment
Date of birth	Group/class/form
Medical condition/illness	
Date	Review date
Medication	
Name/type of medication <i>(as described on the container)</i>	
Expiry date	Dosage and method
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration Yes <input type="checkbox"/> No <input type="checkbox"/>	
Procedures to take in an emergency	
NB: Medication must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	Phone No <i>(daytime)</i>
Relationship to child	
Address	
I understand that I must deliver the medication to <i>(insert agreed member of staff)</i>	

Request for Training Mainstream Nurse Trainer



PLEASE USE BLACK INK AND BLOCK LETTERS

1 CONTACT DETAILS OF CHILD/YOUNG PERSON

Name	Date of Birth
Address	Postcode
Name of Parent/Carer	
Phone	Mobile
Email	

2 DETAILS OF NURSERY/SCHOOL

Name of Nursery/School	
Address	Postcode
Name of Headteacher	Phone

3 DETAILS OF REFERRER

Name of Referrer	Designation
Address	Postcode
Phone	Mobile
Email	

4 MEDICAL CONDITION *if known (please provide as much detail as possible)*

5 OTHER AGENCIES/THERAPISTS INVOLVED *if known*

6 IDENTIFIED TRAINING NEEDS

7 IDENTIFIED PERSON/PERSONS TO BE TRAINED

Signature _____

Date _____

Please return completed form to:

Mainstream Nurse Trainers, Possilpark Health and Care Centre,
99 Saracen Street, Glasgow G22 5AP

Phone 0141 800 0743. Email gg-uhb.mainstreamnursetrainers@nhs.net



Staff Training Record Supervision/Administration of Medication

PLEASE USE BLACK INK AND BLOCK LETTERS

Name <i>(child/young person)</i>	
Establishment	Training received
Date training completed	Training provided by
Profession and title	

I confirm that *(name of member of staff)*
has received the training detailed above and is competent to carry out this healthcare support.

Trainer's Signature _____

Date _____

I confirm that I have received the training detailed above and am confident to carry out this healthcare support.

Employee's Signature _____

Date _____

Review date _____



Contacting Emergency Services

PLEASE USE BLACK INK AND BLOCK LETTERS

If you are required to contact an ambulance in an emergency situation - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows (*insert school/ address*)
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the establishment
6. provide the name of the child/young person and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



Invite Letter Development of Individual Healthcare Plan

PLEASE USE BLACK INK AND BLOCK LETTERS

Dear (Name),

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN

Thank you for informing us of your child's medical condition. Please find enclosed for your information a copy of the Council's Arrangements for the Supervision and Administration of Medication.

A central requirement of these arrangements is the development of an Individual Healthcare Plan (IHP) to be prepared, setting out what support a child/young person needs and how this will be provided.

IHPs are developed in partnership between the establishment and parents/carers and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although IHPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's healthcare needs impacts on their ability to participate fully in school/nursery life and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHP has been scheduled for **(Date/time)**. I hope that this appointment is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve **(the following people)**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting at the earliest possible opportunity.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

Please do not hesitate to contact me **(or another member of staff involved in the plan development or pupil support)** by email or telephone at **(insert contact details)** if you wish to discuss this matter.

Yours sincerely,