

Supporting Children with Medical Conditions Policy



Beaufort School

Governing Body Approval Date	November 2023
Approved by	IEB
Review	Annually
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Context

Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how Beaufort School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Aims

This policy aims to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

- To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessments and health care plans.
- To work with health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.:

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions. The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply staff with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs) and Advanced Care Plans

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nursing team
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff will:

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g., provide medicines and equipment

Pupils

Pupils with medical conditions may be best placed to provide information about how their condition affects them. Where this is appropriate, pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs. However, on the whole, due to the complex needs of the pupils under our care at Beaufort School, decisions about the support required for medical needs of the individual pupils will be developed and agreed by medical professionals, parents/carers, school nursing team, school medical lead and Head Teacher.

School nursing team and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nursing team and notify them of any pupils identified as having a medical condition.

Recognition

- Application to the school has request for parents to provide the school with useful information regarding the pupil's needs.
- The class teacher will visit schools before admission date to liaise with staff, parents and pupils to highlight areas of need
- Any EHCPs in place will be reviewed to monitor how school supports the pupils.
- Medical needs are on record on school Management Information System (MIS). Issues of a sensitive nature are 'flagged up' on a need to know basis.
- Regular meetings ensure all staff are aware of emergent or developing medical needs and measures put in place to meet them.
- All trips beyond routine request that parents inform school of any specific medical needs that may be relevant for that particular occasion.
- When Beaufort School becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs the Medical Lead will be informed.

The Medical Lead then ensures that all the relevant staff are notified and the process of planning for the child's safe admission to school will begin. Arrangements to support pupils are ideally in place before they start, or no later than two weeks after their admission.

- When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence - usually involving some form of medical evidence and consultation with parents/carers.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits, and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Individual Healthcare Plans

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to our Medical Lead, in partnership with the class teacher of the pupil in question. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Head Teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers, and a relevant healthcare professional, such as the school nurse, specialist, or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of Special Educational Needs (SEN) or Education, Health, and Care plan (EHC).

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Head Teacher will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons

- Specific support for the pupil's educational, social, and emotional needs. For example, how absences will be managed, use of rest periods, or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies

If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring. Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.

- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g., risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Some pupils at Beaufort School have an **Advanced Care Plan** which is coordinated by a Clinical Nurse Specialist. These plans are typically prescribed whether the pupil could suffer a life-threatening event without appropriate medical competency from a trained professional. Pupils with these plans are usually accompanied to school by a healthcare assistant with appropriate competency to administer the care required. The plan sets out the child's wishes, diagnosis and decision making, treatment plans, management of a life-threatening event, and key contacts.

Roles and responsibilities

Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Participating in the development and review of their child's individual healthcare plan
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g., provide medicines)
- Ensuring that written records are kept of all medicines administered to their child
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date

Beaufort School is responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place;
- Ensuring that the school's procedures are explicit about what practice is not acceptable;
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions;
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

The Head Teacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, pupils and agency workers;
- Ensuring sufficient staff have received suitable training, and are competent before they take on responsibility to support pupils with medical conditions;
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy, First Aiders trained by the school as well as individual members of staff with responsibility for individual pupils;
- Cover arrangements to ensure availability of staff to meet individual pupil's needs
- Monitoring the provision of individual healthcare plans for those pupils who require one, and undertaking healthcare plan reviews;
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date, is shared with all the individuals who need to know about it and reviewed at least annually;
- Providing adequate PPE for all staff.

Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition where appropriate;
- Risk assessment for school visits, school journey, and other school activities outside of the normal timetable;
- Implementing their actions identified in individual healthcare plans.

Managing medicines

Prescription and medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

We request that all parents ask their doctor wherever possible to prescribe medication which can be taken outside of the school day. However, we as a school recognise that there are times when it may be necessary for a pupil to take medicine during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines in this policy, i.e., we will only administer **PRESCRIBED** medication. This includes medicines prescribed by a Paediatrician, General Practitioner, Dentist, or Hospital Consultant.

Administration and Recording of Medication in School

It is the parents / carers responsibility to provide the school with the medication required for their child. Parents/ carers must complete the school medical consent form before the school can administer any medication. Parents are responsible for replenishing any used or expired medication. School will inform parents when stock is running low.

The medication should be in the original container (with administration, dosage, and storage instructions) and must be clearly labelled with: -

- Name of the child
- Name of medication
- Strength of medication e.g., 5mg tablet or 250/5mls
- How much to give i.e. dose.
- When it should be given e.g. (3 times a day or time 13.00) NB if medication is prescribed three times a day, school will only administer if it is viewed as exceptional circumstances
- Any other instructions e.g. one drop left eye/ store in fridge
- Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months) to be aware some medications expire within 2 months of opening.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

NB pharmacy labels “to be given as directed” will not be accepted – more information will need to be provided.

The administration of regular medication e.g., eye drops, antibiotics may be given by a first aider when available or any competent member of staff. Two staff must be present during the recording and administering of any medication. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Please see Appendix 2 for Guidance on administration.

Daily Procedure for transportation and receipt of medication

Any medication that a child requires should be handed directly to the pupil guide with a completed ‘*Administration of medication*’ authorisation form. (Guides carry blank forms) and not placed into their bag. Parents can telephone school directly to give further information on the medication required, i.e., if medication is for school use or to go home daily. Any relevant information can be recorded on the authorisation sheet and through the agreed mode of communication between home and school. This form will be kept in the medication folder and a copy kept with the medication.

On arrival to school the Medical Lead will collect all medication from the guides and follow the Safe Handling of Medication guidance (appendix 2) and sign in all medication.

Staff may contact parents/ carers for any additional information or if there are any discrepancies from the prescription label and consent form.

For pupils who come into school on SEND Transport provided by Birmingham City Council, there will be one passenger assistant who maintains responsibility for the medication during the journey.

At present, Birmingham City Council does not train passenger assistants to administer Emergency Medication but will follow the medical emergency procedure in accordance with their training – all have access to mobile phones and can contact the base via radio control. In emergencies, passenger assistants will call an ambulance to assist at site. School has shared emergency medical plans for all pupils travelling on school transport with the passenger assistants and drivers. The Medical Lead gives regular updates to all staff on transport if there are any health or medical changes for pupils travelling with them.

Asthma and Inhalers

Parents will be asked to complete our school medicine record annually, as well as the Asthma information sheet. Information received will form the pupil's asthma care plan, triggers, and precautions to be identified and put in place.

Parents are advised that it should be clearly stated on both prescription label and consent, if a pupil requires doses at a regular time other than when having an asthma attack / episode, (e.g., 2 puffs before PE.) This information should be available to all on the care plan. It will be necessary for parents to inform school immediately if their child is having some difficulties breathing, due to exposure to triggers, as they may require an additional dose within the school day.

Inhalers should be in their original box as prescribed by the doctor and dispensed by the chemist. Clear instructions for dose on the prescription label. A spacer will be required if the child does not self-medicate. Only blue reliever inhalers are required to be used in school unless there are medical reasons for additional inhalers.

Inhalers are kept with the pupil and go with them on all visits. Inhalers are kept accessible during any physical activity i.e., swimming, PE. Class staff will administer correct doses as per individual care plans.

Please refer to the Asthma Policy November 2023 for more information and guidance.

Prescribed medication for pain relief

The maximum dose needs to be checked and information on when the previous dose was given needs to be recorded. Parents need to ask advice from pharmacy or doctors on the correct dose required within a 24-hour period.

Emergency Medication

Emergency medication must always travel with the pupil, including on journeys to and from school. Staff will follow the school's normal emergency procedures (for example, calling 999 at the appropriate time after a dose has been administered). All pupils' Care Plans will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Emergency medication should have an up-to-date medical authorisation form from the prescribing paediatrician and care plan via the school nurse.

The school provides parents with the option of keeping emergency medication in school during term time following a signature of consent. This will mean that medication does not travel with the child daily. This medication will be clearly labelled in school and will travel with the child on any

journey or visits out. School will inform parents when medication is due to expire or is used. All medication is sent home over the summer holidays.

Should the medication need to be changed or discontinued before the completion of the course, or if the dosage changes, school should be notified in writing immediately. School will provide a new Administration of Medication form to be signed and completed before new medication/doses can be administered.

Should the supply need to be replenished or is nearing its expiry date a letter will be sent to parents/carers with the date when this medication will be needed in school. Where the medication is not provided, staff should follow appropriate safeguarding procedures to contact a member of the SLT. In exceptional circumstances such as medication shortage/waiting times at the pharmacy, the school may make provision for the pupil to attend school for a short period of time, (less than a week), without the medication, following revised advice from the school nursing team in relation to the care plan protocol to be followed. This is likely to temporarily involve a call to emergency services prior to when the medication was due to be prescribed as stated on the child's care plan.

Staff administering medication will follow the safe handling of medicine guidance. Two members of staff will be always present when medication is being administered.

Emergency medication (e.g., Buccolam or an Epipen) is only to be administered by a trained member of staff. Staff are presently trained by the Special School nursing service. A member of the Senior Leadership Team should be called to oversee the administration of any emergency medication. A form is completed following emergency medication being administered and parents are informed by telephone immediately.

Storage and Disposal of Medication

All medication with the exception of Emergency medication and Asthma Inhalers will be kept in the locked medical cupboard in the medical room. This storage has a coded safe, only accessible to trained staff. Daily food supplements are stored in pupil's classes in a clean container in a locked cupboard.

Staff will follow the Safe Handling of Medication guidance when storing and administering medication (Please see appendix 2)

Inhalers to be kept in pupils' class where it is easily accessible. These medications must accompany the child when they are moving around school or on visits out.

All Class A drugs are to be kept in the locked medical cupboard in the medical room – separate key enter lock is used.

Emergency medication is stored in the medical room in an unlocked cupboard during the school day. This is then locked at end of the day. All emergency medication is clearly labelled (photograph and name of pupils, in a clear clean container with pupil's emergency information and gloves) and accessible. An administration of medication form, paediatrician authorisation form and parental consent are stored with the medication.

N.B. Lilac class have a medical cupboard located inside their main cupboard. This contains their emergency medication. All procedures are followed by staff in accordance with the emergency medication procedures mentioned above.

A regular check will be made of any medication which has expired or completed dose, these will be sent home with a letter and be recorded and signed out by medication supervisor / additional signature may be required from the guide with receipt of medication. (pupil guides may ask parents

to sign receipt of medication in home school transport book). Parents to take unrequired medication to the local pharmacy for disposal. School will not dispose of medication.

Blister pack / tablet medication – the blisters packs and box expiry and batch number code must match. On arrival the number of tablets received are counted in and recorded on the administration of medication sheet. After each dose the number remaining is also recorded. All used foil blister packs are to be kept in the box until all completed and the box and contents have been sent home.

Please see Appendix 3 for guidance provided to staff

Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

It is not frequent practice for Beaufort School to keep controlled drugs to be administered based on our pupil population.

Where needed, all controlled drugs will be kept in a secure cupboard in the medical room and only named staff will have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's Care Plan, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Care Plan
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable (E.g., a member of unfamiliar supply staff or a student)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues on a long-term basis. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Support for Children with Allergies and Medical Conditions

On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Medical Lead will then liaise with families and professionals to develop a IHP and deliver any necessary staff training. Where appropriate they will then develop, a IHP with a description of the allergy and allergic reaction symptoms, medication in school and emergency actions. IHPs will be shared with all staff and held in the pupil file.

Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the pupils' classroom and the other held centrally. The Medical Lead will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it. Teachers and support staff will be trained on how to use an Epi-Pen. The Medical Lead and admin keep a list of the staff trained and their training.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions may be included in meetings where this is discussed. We work in partnership with the school nursing team to determine what training is required to meet the medical needs of the Beaufort School cohort. We regularly review our training programme in response to changes in staffing, changes in pupil population and reviews of IHPs.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher. Training will be kept up to date and will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so all staff can act quickly when a problem occurs. Beaufort School undertakes whole school awareness training, induction training for new members of staff and training for individually identified members of staff.

Beaufort School may also work closely with a range of other professionals when supporting a child with medical needs including GPs, school nurse, psychologists, and specialist provision in hospitals etc. We have the support of the school nursing team who work closely in partnership with the school and parents/carers.

Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

Care Plans are kept in a readily accessible place which all staff are aware of.

Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents to the school's complaints procedure which is available on the school website.

Links to other policies

This policy links to the following policies:

Accessibility plan

Complaints

Equality information and objectives

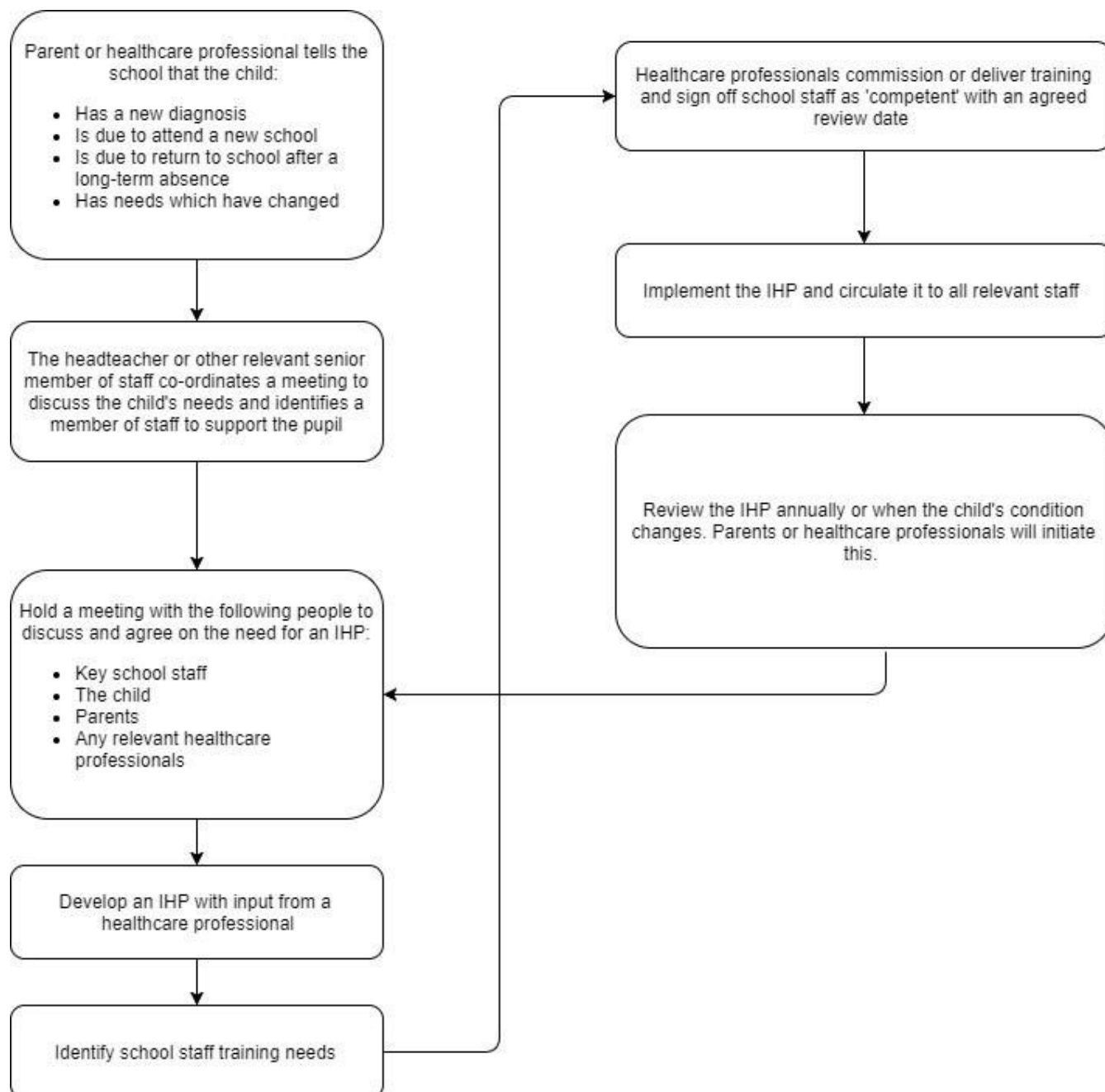
Health and safety

Safeguarding & Child Protection

SEN Information Report

Asthma Policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Guidance for staff – Administering medication in school

Wherever possible, prescribed medication is taken outside of school hours. However, we recognise that there are times when it may be necessary for a pupil to take medicine during the school day. We are prepared to take responsibility for this in accordance with the guidelines in this policy, i.e. we will only administer **PRESCRIBED** medication.

The medication lead aims to:

- Ensure that all medication in school has been correctly signed in and is kept with all relevant forms
- Check the medication has a label or photo to show who it belongs to.
- Ensure the expiry date has not passed
- Record the dosage (quantity of volume) on Pupils individual medication diary sheet.

Under the schools Safeguarding and Child Protection Policy, it is the responsibility of any member of staff willing to administer medication (including those trained to give emergency medication) to also follow a safety check list.

For safety reasons (unless under special circumstances – i.e., Emergency medication) all medication to be given in the medical room – 2 staff members to oversee check list – both staff to sign medication sheet on completion. A record of administration of each dose will be kept and signed by school staff on the 'Record of Medication' form.

Safety Checklist

Always:

Check that the correct Medication is required.

** Emergency Medication is kept in medical room in un-locked cupboard clearly labelled. – All staff to be aware of where the cupboard is.*

Check Name / photograph on containers or box matches pupil.

Check prescription label is clear and you can read pupils name, the dose required and any other requirements – (e.g. after food or dissolved in water).

Check parents' consent form / medication recording sheet against prescription label – Pupils name / dose / time of dose.

Check batch number and expiry date match the medication recording sheet- separate line or sheet for each new bottle (even if same medication)

Check correct number of tablets - (Tablets have to be counted down after use- record how many after that dose given)

Recorded any damaged to bottle/spillages or lost tablets on medication sheet

When drawing up medication using a syringe, check there are no air bubbles (tap lightly on syringe to remove bubbles) turn syringe facing up before reading. (**Check** numbers/ lines are clear - use new syringe if cannot read numbers) **Check** with another member of staff.

Complete medication form – both staff to sign after completion and **re check** information– place medication back into correct cupboard.

Please speak to Wendy Ford (Medical Lead) for any questions or queries

Appendix 3: Procedure for disposal of medication

All packaging, blister strips or and bottles **must not** be thrown away, they must be sent home following the procedures below.

Expired Medication – all packaging, bottles or other medication that has reached its expiry date, must be signed out and sent home with an expiry letter.

Completed Medication – all packaging, empty bottles or other containers will need to be signed out and returned home with a completed letter form. This may include medication no longer required (change of dose for example)

Contaminated Medication –_all packaging that has been damaged / unreadable labels or dropped tablets or damaged blister packs must be put into an envelope or small sealed bag and returned home. For tablets dropped they must be signed as damaged on the pupils Medication Administer Record charts (MARs) they all must be signed out and sent home with a contaminated letter.