



# Supporting Pupils with Medical Needs or Conditions and Administering Medication Policy

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To be read in conjunction with the academy Behaviour policy, Special Education Needs policy, Equality policy, Admissions policy and Child Protection & Safeguarding policy.

## **Introduction**

At our academy all our staff care and want the very best for each pupil who is a part of our community. We value each other and every one of our pupils and they are at the centre of everything that we do. We recognise that everyone has unique needs and aspirations and understand the importance of providing equal opportunities within a caring environment that allows pupils to flourish and achieve.

We strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

The academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. Pupils with special medical needs have the same right of admission to the academy as other children and cannot be refused admission or excluded from the academy on medical grounds alone.

Teachers and other academy staff in charge of pupils have a common law duty to act in “loco parentis” and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the academy sites. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the academy with information. The academy takes advice and guidance from the local authority and Department for Education.

**Legal Framework** This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on Governing Bodies to make arrangements for supporting pupils at their academy with medical conditions. It is also based on the Department for Education’s statutory guidance: Supporting pupils at school or academies with medical conditions. Definition of pupils’ medical needs may be broadly summarised as being of two types:

- Short term, affecting their participation in academy activities where they are on a course of medication;
- Long term, potentially limiting their access to education and requiring extra care and support.

<http://www.legislation.gov.uk/ukpga/2014/6/part/5/crossheading/pupils-with-medical-conditions>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

## **Aims**

The aim of this Policy is to ensure that all pupils with medical conditions are properly supported so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

This policy aims to ensure that:

- Pupils, staff and parents understand how our academy will support pupils with medical conditions.

- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including academy trips and sporting activities.

The Senior Leadership Team and the Governing Body will implement this policy by:

- Making sure enough 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 teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual healthcare plans (IHPs).

### **Entitlement**

The academy accepts that pupils with medical needs should be assisted if possible and that they have a right to the full education available to other pupils. The academy believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. The academy accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- To choose whether they are prepared to be involved;
- To receive appropriate training;
- To work to clear guidelines;
- To bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

### **Responsibilities of the Governing Body**

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. They will ensure that enough staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Governing Body must ensure that the arrangements they put in place are enough to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.

### **The Headteacher**

The Headteacher 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 academy 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 the academy, but who has not yet been brought to the attention of the school nurse.

Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date. Academy staff supporting pupils with medical conditions during academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.

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

All staff should be aware that:

- There is no legal or contractual duty on academy staff to administer medicine
- Medication can only be administered at the academy by members of staff who have volunteered, following permission from the Headteacher
- If the member of staff administering the medicine is concerned about any aspect of its administration, they must not administer it and must seek further advice.

### **Parents and carers**

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication. They should provide the academy with enough and up-to-date information about their child's medical needs. They may in some cases be the first to notify the academy that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are **always** contactable.

The parent(s) need to ensure there is enough medication and that the medication is in date. The parent(s) and carer(s) must replace the supply of medication at the request of relevant academy/health professional.

Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name, date of birth
- Name and strength of medication
- Dose
- Expiry dates

- Dispensing date/pharmacists' details

## **Pupils**

Those with medical conditions are often best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and compliance with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those medical conditions. They are also expected to comply with their individual healthcare plan.

## **School nurses and other healthcare professionals.**

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

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

## **Procedure**

When the academy is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Healthcare Plan (IHP). The academy will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our academy.

## **Individual Healthcare Plans**

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Site Lead at each site.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. The Individual Healthcare Plan should be completed by parent/carer(s), designated academy staff and school nurse/medical agency.

They will be formulated with the pupil's best interests in mind and ensure that the academy assesses and manages risks to the pupil's education, health and social wellbeing, and minimises disruption. They will provide clarity about what needs to be done, when and by whom.

A Healthcare Plan should include the following information:

- Details of a pupil's condition (its triggers, signs, symptoms and treatments);
- The pupil's resulting needs, including medication and other treatments;
- Special requirements e.g. dietary needs, pre-activity precautions;
- Any side effects of the medicines;
- Specific support for the pupil's educational, social and emotional needs;
- Level of support needed and who will provide this;
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during academy hours
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition

- Separate arrangements or procedures required for academy trips or other activities outside of the normal academy timetable that will ensure that the pupil can participate;
- What constitutes an emergency;
- What action to take in an emergency;
- What not to do in the event of an emergency;
- Whom to contact in an emergency;

### **The role the staff can play**

Where a child has a special educational need identified in their EHC plan, the healthcare plan should become part of the plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

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

### **Medicines**

Prescription and non-prescription medicines will only be administered at the academy:

- When it would be detrimental to the pupil's health or academy attendance not to do so and where we have parents' written consent. **The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**
- However, pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor
- By first checking maximum doses and when any previous dose was given. Parents will always be informed
- If parents bring medicines into the academy and not the pupil
- If the bottle with a pharmacist's label designating the pupil's name, directions, name of drug and name of doctor is submitted to the office and shown to the Headteacher
- If medicines should be in original packaging and not tampered with
- If any medications are not presented properly, they will not be accepted by academy staff
- If the parent/guardian has completed a Medicine Administration Form
- As long as a record is kept of all children receiving medication (this record must be accessible in the office)
- If all staff are kept informed of prescription medication being taken over an extended period
- However, parents can come into the academy at lunchtime to administer these medicines if they wish
- The academy will liaise with the School Health Service or other medical agencies for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil
- Any medicines brought into the academy by the staff e.g. antibiotics, pain medication, hayfever medication, inhalers for personal use, should be stored in an appropriate place and kept out of the reach of the pupils (e.g. staff locker). Any staff medicine is the responsibility of the individual concerned and not the academy.
- The date, time, name of pupil, dose, should be recorded and **double** signed by a witness for all prescription and non-prescription medicines administered whilst at the academy
- The academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date

- All medicines will be stored safely. Pupils will be informed about where their medicines are and will always be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

#### **Staff administering medication must check:**

- The pupil's name
- Written directions provided
- Prescribed dose
- Dose frequency
- Time and quantity of last dose
- Expiry date
- Any additional or cautionary information

#### **Storage of Medicines**

When items need to be available for emergency use, e.g. asthma pumps and EpiPen's, they are kept as close as possible to the pupil. Our academy sites are very small and therefore placing the medicine in either the site medicines cabinet or being stored in the fridge (if specified in a locked container) will enable them to be accessed quickly where required. The medicine safe is always kept locked.

#### **Disposal of Medicines**

Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should collect medicines held by the academy at the end of each term.

#### **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.

Links to the regulations are below:

<https://www.nhs.uk/common-health-questions/medicines/what-is-a-controlled-medicine-drug/>

<http://www.legislation.gov.uk/ukxi/2001/3998/schedule/1/made>

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the academy office and only named staff 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.

#### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **Unacceptable practice**

Academy staff should use their discretion and judge each case individually with reference to the pupil's IHP, 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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. 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.

### **Emergency procedures**

Staff will follow the academy'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.

### **PEEP (Personal Emergency Evacuation Plan)**

For any pupil with medical needs a Personal Evacuation Plan is written in case of a fire. This plan is shared with all staff, including supply staff, working with the pupil to ensure a safe evacuation if necessary.



## **Staff Training**

When training is delivered to academy staff, training records will be completed for inclusion in the Health and Safety records. This is for both insurance and audit purposes. Training is carried out by the official medical agency involved with the pupil and family and is regularly reviewed and updated. Clear records are kept of the training by the Headteacher.

- Staff will be fully supported in carrying out their role to support pupils with medical conditions
- On the advice of relevant healthcare professionals, training needs will be identified
- Professional training will be provided to relevant individuals
- Logs will be kept of training that has been provided
- Providers of training will also be logged
- Fulfil the requirements in the IHPs
- Training needs will be reviewed where necessary.

Any member of staff providing support to a pupil with medical needs should have received suitable training.

## **Off-site Trips and Residential Visits**

On a very rare occasion it may be necessary for the academy to administer an “over the counter” medicine in the event of a pupil suffering from a minor ailment, such as a cold or sore throat while away on an educational visit. In this instance the parental consent form will provide an “if needed” authority, which should be confirmed by phone call from the Group Leader to the parent/carer when this is needed, and a written record is kept with the visit documentation.

Where pupils suffer with travel sickness the pupil should be given the appropriate medication before leaving home, and when a written parental consent is received he/she may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child’s details, contents, and time of medication). Medication is to be kept in the charge of a named member of staff, and the parental consent is signed by that staff member before inclusion in the visit documentation.

## **Refusing Medicine**

When a pupil refuses medicine, the parent should be informed the same day and be recorded accordingly. Staff cannot, and will not, force a pupil to take any medicine. If a pupil requires emergency medication such as insulin and they are refusing, then the emergency services and the pupils parent’s/carers will be called.

## **Liability and Indemnity**

Academy staff will be made aware of the insurance arrangements in the event of a claim or liability. Before carrying out clinical/medical procedures staff will be trained and assessed as competent in the relevant procedures on an individual child basis. Relevant staff will complete certified first aid training and certificates kept on record. Lists of certified staff are displayed at each site and kept current.

There will be written evidence via a risk assessment and/or appropriate training and/or written competency assessment.

On the basis that this policy is followed then the academy is protected by its Public Liability Insurance (subject to its terms, conditions and exclusions) for accidental death, injury or damage caused by such procedures to a third party.

The insurance provided jointly indemnifies staff provided they are acting in accordance with their duties. All other partner organisations must have, at least, the minimum public liability insurance and indemnity insurance. Each service will have a procedure for checking this insurance is in place.

### **Record keeping**

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

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

### **Equal opportunities**

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

The academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on 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.

### **Complaints**

In the unlikely event that parents or pupils become dissatisfied with the support provided they should discuss their concerns directly with the academy. If this does not resolve the issue, they may make a formal complaint following the academy's Complaints policy.

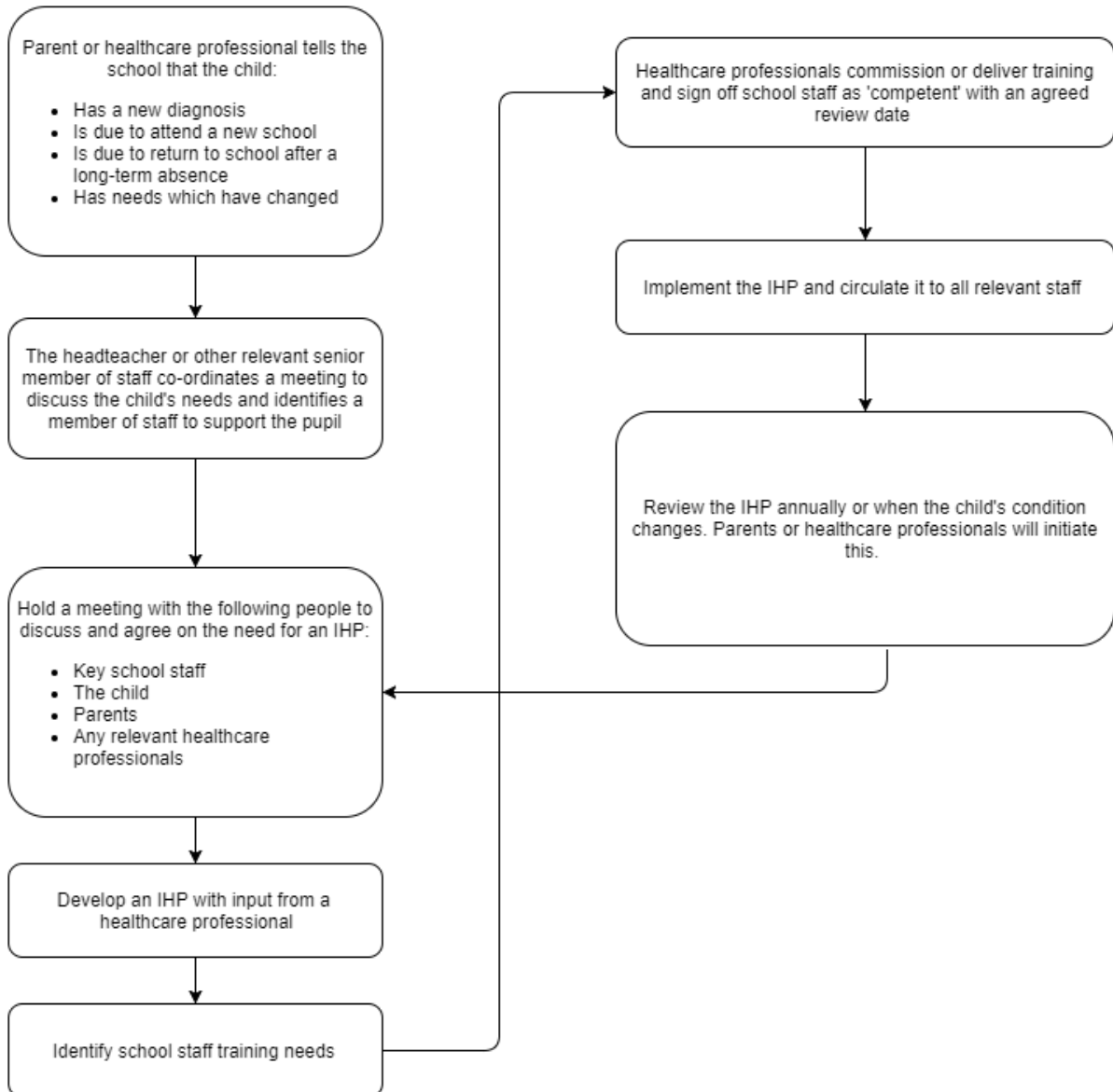
To view the Complaints policy please visit the academy's website.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding and Child Protection
- Special educational needs information report and policy

## Appendix 1: Being notified a child has a medical condition



## APPENDIX 2: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

--

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

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## APPENDIX 3: parental agreement for setting to administer medicine

The academy will not give your child medicine unless you complete and sign this form, and the academy has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of academy

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the academy staff administering medicine in accordance with the medicines policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 4: record of medicine administered to an individual pupil

Name of pupil

Date of Birth

Date medicine provided by parent

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

If stored in fridge/fridge, temperature at time of administration


Staff signature accepting the medication onto academy premises

\_\_\_\_\_

Date:

Signature of parent or child if self-consenting

\_\_\_\_\_

Date:

Date	Time Given	Dose given	Method of administration	Dosage/medication remaining	Name of staff member issuing medication	Name of staff witness







## APPENDIX 5 staff training record – administration of medicines

Name of academy

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that the following named staff have received the training detailed above and are competent to carry out any necessary treatment.

Name of staff member	Date of Training	<b>I confirm that I have received the training detailed above.</b> Signature

Trainer's signature \_\_\_\_\_

Suggested review date

## APPENDIX 6: contacting emergency services

**Request an ambulance - 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/setting 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 school setting
6. provide the name of the child 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

## APPENDIX 7: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the academy's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, 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 individual healthcare plans 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 medical condition impacts on their ability to participate fully in school 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 individual health care plan has been scheduled for xx/xx/xx. I hope that this 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 as soon as possible.

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. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely