

Administration of Medicines and Supporting Students with Medical Conditions Policy

E-ACT

1 Policy statement

- 1.1 This policy applies to all students at Denham Green E-Act Primary Academy.
- 1.2 This policy is addressed to all staff and is available to parents on request.
- 1.3 This policy should be read in conjunction with the first aid policy.

2 Aims

- 2.1 E-ACT is committed to ensuring that all students with medical conditions can access and enjoy the same opportunities at the Academy as any other student and to ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic potential.
- 2.2 E-ACT will ensure that the Academy implements and maintains an effective management system for the administration of medicines to all students in our care in order to ensure that the Academy provides support to individual students with medical needs.

3 Responsibilities

- 3.1 The National Director of Education delegated responsibility from the Board for overall responsibility for the implementation and review of this policy.
- 3.2 The Headteacher is responsible for:
 - 3.2.1 ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist students with medical conditions;
 - 3.2.2 ensuring that sufficient numbers of trained staff are available to support students' medical needs at all times whilst they are under the care of the Academy, including making contingency plans for staff absence and emergency situations;
 - 3.2.3 ensuring that information regarding an individual student's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis;
 - 3.2.4 ensuring that risk assessments take into account the additional risks posed to individual students as a result of their medical conditions;
 - 3.2.5 the overall development and monitoring of Individual Healthcare Plans (**IHCP**) at the Academy.

4 Liaising with parents

- 4.1 The Academy promotes ongoing communication with parents in order to ensure that the specific medical needs of all students in our care are known and met.
- 4.2 Parents must inform the Principal if their child has or develops a medical condition and, where appropriate, provide the Academy with appropriate medical evidence and / or advice relating to their child's medical condition.
- 4.3 Where appropriate, parents will be invited to consult with the Academy and relevant healthcare professionals in order to produce an IHCP for their child. A template letter to parents can be found in Appendix 8.

- 4.4 Parents should also inform the Principal where their child will require either prescription or non-prescription medication to be taken at Academy and of any changes to the medication required.
- 4.5 The Academy requests that medication is only taken at school if it is essential, that it is where it would be detrimental to the student's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending Academy.
- 4.6 Staff at the Academy will not administer any medication to a student without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 4.7 Unless in exceptional circumstances, no student under the age of 16 will be given prescription or non-prescription medication without parental consent.

EYFS only

- 4.8 Staff will ensure that parents are informed in writing on the same day or as soon as reasonably practicable in respect of every occasion that any medication is administered and, for any reason, medication has not been administered parents will be informed and will be given an explanation

5 Individual Health Care Plans

- 5.1 The Academy will focus on the on the needs of each individual student and how their medical condition impacts of their school life, including how the medical condition impacts on a student's ability to learn and will take steps to help increase students' confidence and ability to self-care.
- 5.2 Where a student has long-term or complex medical condition or health needs, the Academy will, where appropriate, produce an IHCP for that student. A template IHCP is set out in Appendix 1.
- 5.3 The IHCP will be prepared following consultation with the parents, the student (where appropriate) and School nurse and / or any other relevant healthcare professional.
- 5.4 Where appropriate, the IHCP should be linked with a student's Education, Health and Care Plan (EHC). Where a student has SEN but does not have a statement or EHC, their SEN should be mentioned in their IHCP.
- 5.5 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the Academy holds accurate information about the medical condition of any student with long-term needs.
- 5.6 Once the IHCP is approved the Principal will be responsible for its maintenance and implementation.
- 5.7 The IHCP will be reviewed at least annually, or more frequently where a student's needs change as informed by the parents.

6 Training

- 6.1 The Academy will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.

- 6.2 The Principal is responsible for the administration of medicine and the arrangements for students with medical conditions within the Academy. She will delegate duties as appropriate to the office staff and other members of staff who have received training in accordance with section 6.4 below.
- 6.3 The Principal will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to students' IHCPs.
- 6.4 Relevant members of staff will receive appropriate training and support from the School nurse and / or a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual student will be provided to appropriate staff by the School nurse and / or a qualified health professional, where appropriate.
- 6.5 The School Nurse and / or qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in Appendix 6.
- 6.6 Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting students with medical conditions.
- 6.7 The Academy engages the following health professionals to train and assist school staff in dealing with medical conditions and administering medicine:
- 6.7.1 School Nurse Service
- 6.8 All staff will be made aware of the terms of this policy and the Academy's arrangements for supporting students with medical conditions and their role in implementing the terms of this policy.
- 6.9 The Academy has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes.
- 6.10 The Academy has adopted the Medical Conditions at School guidance and protocols¹
- 6.11 Copies of the guidance and protocols are available from the Academy's website [can be found in Appendix 9].
- 6.12 All new starters will be made aware of the terms of this policy and appropriate protocols during their induction.
- 7 Insurance**
- 7.1 E-ACT will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the Academy.
- 7.2 All staff who are required to administer medicines or to provide support to students with medical conditions are covered by E-ACT's liability insurance. A copy of the relevant insurance policy is available to all staff on request.
- 8 Medical records and consent**
- 8.1 Parents of all students at the Academy are required to complete the relevant parental agreement to administer medicine at Appendix 2 and / or Appendix 3 before medication is administered to their child.

¹ Available at medicalconditionsatschool.org.uk

8.2 Staff administering medicines will sign the records at Appendix 3 and / or Appendix 4 each time a medicine is administered. Written records of all medication administered to every student are retained by the Principal / School nurse and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the Principal

9 Prescription and non-prescription medication

9.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.

9.2 Staff may only administer certain non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to sign Appendix 3 to confirm their agreement to staff administering such medication and to confirm that the student has not suffered an adverse reaction to the medication in the past.

9.3 No student shall be given medicine containing aspirin unless prescribed for that particular student by a doctor.

10 Self-medication

10.1 The Academy recognises that students should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self medication quickly and easily.

10.2 Following consultation between the Academy, parents and the student, a student will be permitted to store and carry their own medication if in the opinion of the Principal that they are sufficiently competent to do so. This will be reflected in a student's IHCP.

10.3 The Academy will also consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision.

10.4 Students will be made aware the medication is strictly for their own personal use and it should not be passed to any other students under any circumstances and to do so is a breach of school rules.

11 Administration of medication

11.1 Where a student requires supervision to take their medication or where such medication will be administered by staff, students receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.

11.2 All medicines supplied to the Academy by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the students.

11.3 If Staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.

11.4 If a student refuses their medication, Staff will record this and report to parents as soon as possible.

12 Storage of medication

- 12.1 Medicines are always securely stored in accordance with individual product instructions.
- 12.2 The Academy will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 12.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 12.4 Emergency medication such as inhalers, adrenaline pens and blood glucose testing meters will be kept in the First Aid room, in a clearly marked box, but in order to allow immediate access the box will not be locked. In the case of medication which is not required in an emergency, the student will be told where their medication is stored and who holds the key.
- 12.5 Students who do not carry and administer their own medication understand which members of staff will administer their medication.
- 12.6 If a student is prescribed a controlled drug, unless otherwise agreed as part of a IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access. A record of any doses used and the amount of the controlled drug held at the Academy will be maintained.
- 12.7 If students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.
- 12.8 Parents should collect all medicines belonging to their student at the end of each term and are responsible for ensuring that any date-expired medication is collected from the Academy.

13 Emergency procedures

- 13.1 In the event of an emergency related to the administration of medicine, the office staff should be called as soon as possible, if not already present. If the office staff does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the Academy site.
- 13.2 A checklist for contacting the emergency services can be found in Appendix 7.

14 Off-site visits and sporting events

- 14.1 The Academy actively supports all students with medical conditions to access and enjoy the same opportunities at the Academy as any other student, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a student's care (such as his or her GP).
- 14.2 If a student attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.

14.3 All students requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

14.4 Secure storage for medicines will be available at all short-term accommodation used by the Academy.

15 **Unacceptable practice**

15.1 Staff should use their discretion and training with regards to each individual student's medical needs, by reference to their IHCP and / or EHC, as appropriate.

15.2 However, staff should be aware that the following practices are generally unacceptable:

15.2.1 preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;

15.2.2 assuming that all students with the same conditions require the same treatment;

15.2.3 frequently sending students with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;

15.2.4 sending unwell students unaccompanied to the school office or medical room;

15.2.5 penalising students for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);

15.2.6 preventing students from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;

15.2.7 requiring parents, or otherwise making them feel obliged, to attend the Academy to administer medication or otherwise provide medical support to their child during the school day;

15.2.8 preventing students from participating in, or creating unnecessary barriers to children participating in all aspects of school life.

16 **Complaints**

16.1 If parents or students are dissatisfied with the medical support provided at the Academy they should raise these in the first instance with the Principal.

16.2 If the Principal cannot resolve the issue then a formal complaint can be raised via the Academy's complaint's procedure.

16.3 Only once all other attempts of resolution have been exhausted can a formal complaint be made to the Department for Education (DfE) where it falls within the scope of sections 496 and 497 of the Education Act 1996.

17 **Review**

17.1 This policy and its procedures will be reviewed and updated by the Principal on an annual basis.

Status

Drafted in accordance with:

[• *Statutory framework for the Early Years Foundation Stage*
DfE, 2014]

Supporting students at school with medical conditions
(DFE-00393-2014) DfE, 2014

Appendix 1

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 student'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

Name

Appendix 2

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 Academy needs to know about?

Self-administration

Yes

No

Procedures to take in an emergency

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

Contact details

Name

Daytime telephone number

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 Academy staff administering medicine in accordance with the Academy 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 3

Record of medicine administered to an individual child

Name of Academy	
Name of child	
Date medicine provided by parent	
Group / class / form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			

Dose given

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Name of member of staff

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Staff initials

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Date

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Time given

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Dose given

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Name of member of staff

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Staff initials

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Date

--	--	--

Time given

--	--	--

Dose given

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Name of member of staff

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Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

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Staff initials

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Appendix 6 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 [• name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [• name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Appendix 7

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.

- your telephone number
- your name
- your location as follows [• Academy address]
- state what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the student
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- put a completed copy of this form by the phone.

Appendix 8

Template letter inviting parents to contribute to individual healthcare plan development

Dear Parent

Developing an individual healthcare plan for [• name of student]

Thank you for informing us of [• name's] medical condition. I enclose a copy of the school's policy for supporting students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership between the Academy, parents, students, 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 [• 00 month year]. 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 student support] would be happy for you contact me [• them] by email or to speak by phone if this would be helpful.

Yours sincerely

Name

Position

Academy

Appendix 9

Guidance and protocols for specific medical conditions

- a) Anaphylaxis
- b) Diabetes
- c) Asthma
- d) Epilepsy

[Insert Academy's individual protocols or documents from medicalconditionsatschool.org.uk - PDF links below if required]