



Policy for Medicines

“We aim for everybody to show respect and care for others, and experience high levels of success.”

Our schools welcome and support children and young people (pupils) with medical and health conditions. We aim to include all pupils with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010

In addition to this school policy we also use the more detailed DFE guidance: ‘Supporting pupils at school with medical conditions in School Dec 2015’

Planning ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- **having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.**
- **ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.**
- **having record keeping procedures in place for administering medication**
- **having storage facilities in place for medication**
- **having identified a suitable area within school for undertaking health care procedures**
- **having suitable toileting facilities for pupils which are clean, safe and pleasant to use**
- **having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any pupil with a medical condition that requires this.**
- **appointing a member of staff to be our Named Person for medical needs**
- **following the guidance provided by the DFE**

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher / named person ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office (add any others e.g. swimming pool phone). This procedure is revisited (frequency) at whole school staff meetings.

If a pupil needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the

ambulance at casualty. The member of staff will stay with the pupil until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a pupil to hospital in their own car unless it is an absolute necessity.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed every three years.

Procedure to be followed when school is notified that a pupil has a medical condition:

- 1. seek further information from parents and health professionals**
- 2. determine whether an Individual healthcare plan or a risk assessment is required**
- 3. arrange a meeting to develop the Individual health care plan**
- 4. arrange any staff training**
- 5. Implement and monitor Individual healthcare plan.**

Staff training

Staff who support pupil with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The Head teacher / named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher / named person who will make appropriate arrangements.

The Headteacher / named person keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff who complete records are shown by the Headteacher / named person how these are to be completed and managed. The Headteacher / named person quality ensures this on a termly basis.

Arrangements for induction of new staff are incorporated in induction meetings and mentoring arrangements.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Headteacher / named person will determine this.

Whole school staff awareness training

We aim for all staff to receive basic awareness training in the following more common conditions:

- **asthma**
- **epilepsy**
- **allergic reaction**

This training is delivered by an accredited training provider every two years.

This is supported by having information about these conditions located in prominent positions in each classroom on laminated cards, with registers, and in the office.

Staffing

The Headteacher / named person is responsible for ensuring that all **relevant** staff will be made aware of a pupil's condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via the classroom information that is provided for each supply teacher.

Pupils with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of medication at school

Wherever possible we allow pupils to carry their on medicines and relevant devices and where pupil self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a pupils health.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept non prescribed medication if it is included in an Individual Healthcare Plan or if we have a written procedure in place for that type of medication which has been authorised by RPA insurance.
- We will not give Aspirin to any pupil under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Where appropriate, pupils are encouraged to carry and administer their own medication with a spare being kept in the office
- Medication not carried by pupil is stored in the office
- Controlled drugs are stored in a locked cupboard in the office
- Pupils who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of medication - general

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

Pupils who can manage their own needs

We encourage all pupils to manage as much of their own needs as is appropriate. The Headteacher / named person will determine after discussion with parents whether a pupil is competent to manage their own medicine and procedures. Where a pupil has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our pupils to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- they plan well in advance.
- they seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when pupils may require medication / procedures that they would not normally require during the daytime.
- that any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some pupils may require an individual risk assessment due to the nature of their medical condition.

Safe storage – general

- The Headteacher ensures the correct storage of medication at school
- The Headteacher / named person ensures the expiry dates for all medication stored at school are checked half termly and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the office. This area is inaccessible to unsupervised pupils.

Refusal

If a pupil refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

- The Headteacher / Named person along with the parent/s, ensures that all medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet. The exception to this is a replacement inhaler which may not have the original packaging.
- Wherever possible medicines should be passed directly from the parent to the school office

Safe disposal

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication record.

Record keeping

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	Office	KMc/ SC	HT 6 monthly
Individual administration of	Classrooms	Teachers	KMc Termly

medication record - for PUPIL who have frequent & regular medication			
Staff training log – including first aid	Office	KMc	HT annually
School Medical Register	Office	KMc/ SC	HT annually

All these records will be kept securely and in accordance with STAR MATs Records Retention and Disposal Schedule.

Enrolment forms

We ask on our enrolment form if a pupil has any medical /health conditions and again at the start of each school year.

Individual Healthcare Plans

- For pupils with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans are held with pupil records in the office in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.
- Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.
- The Headteacher / named person is responsible for ensuring any Individual healthcare plans are developed
- The Headteacher / named person is responsible for checking Individual Healthcare plans on a termly basis to ensure they are up to date and being implemented correctly.

School Medical register

We keep a centralised register of pupils with medical needs. The Headteacher / named person has responsibility for keeping the register up to date.

Asthma

- School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.
- We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in the office.
- Pupils who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.
- The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by pupil swho have a diagnosis of asthma and whose parent/s have given us written permission for their pupil to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the schools emergency inhaler.
- The named person is responsible for managing the stock of the emergency school Salbutamol inhalers.
- The emergency salbutamol inhalers will be kept in the office along with a register of pupils whose parent/s has given permission for these to be used as appropriate.
- The Headteacher / named person is responsible for ensuring the emergency inhalers and spacers are washed as necessary

Working Together

A number of people and services may be involved with a pupils who has a medical condition e.g. parent/s, pupil themselves, Healthy Child Nurse, specialist nurse, community nurse etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a pupil's medical needs.

We aim to maintain regular contact with our Healthy Child nurse who may inform us of any pupil who have health conditions that we are not already aware of e.g. where a pupil has developed a new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However the Headteacher and Governing body take overall responsibility for ensuring a pupil's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Headteacher

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including PUPIL, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Healthy Child Nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare plans are completed and reviewed annually.
- Check medication held in school termly for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School staff

All staff have a responsibility to :

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.

- Know which pupil in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- Be aware of pupil with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a pupil is falling behind with their work because of their condition.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary

Special educational needs co-ordinator

has a responsibility to:

- Help update the school's medical condition policy.
- Know which pupil have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.

Pupils have a responsibility to:

- Treat other pupil with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another pupil is not feeling well. We remind all pupil of this on an annual basis in (assembly)
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition
- immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.

- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their pupil's medical condition in school.

School procedure to be followed on being notified of a pupils medical condition;

Notification of a pupils medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc.

Whatever the route the Headteacher / named person must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a pupil's care they can manage themselves
- Identify which staff will be involved in supporting the pupil
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the pupil's medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

Unacceptable Practice

School staff use their discretion about individual cases and refer to a pupil's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent pupils from accessing their inhalers or other medication
- Assume every pupil with the same condition requires the same treatment
- Ignore the views of the pupil and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the pupil's Individual Healthcare Plan
- Send an ill pupil to the school office without a suitable person to accompany them
- Penalise pupils for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent pupils from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the pupil.

Data Protection

We will only share information about a pupil's medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School environment

We will ensure that we make reasonable adjustments to be favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and learning

We ensure that pupil with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for pupil with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupils condition on their schoolwork is properly considered

Insurance

The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication.

Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the website or the school office.

Home to school transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all pupils with medical conditions we do this by only sharing information with those who have a role in directly supporting the pupil's needs.

We are considerate when giving / supervising medication / managing health care needs.

Distribution of the school medical policy

Parents are informed about this school medical policy:

- In the school newsletter at intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

School staff are informed and reminded about this policy

- Via online school medical register
- At scheduled medical conditions training / school training days
- whole school staff meetings

Governing Bodies will review this policy every three years

January 2019