



Administering Medicines Policy

Agreed by governing body – 8/3/2022

Compassion
Forgiveness
Friendship
Trust

Ackworth Howard Church of England (VC) Junior and Infant School

Educating for 'life in all its fullness.'

Providing opportunities for growth in mind, body and spirit through inspirational and innovative education underpinned by a deeply Christian ethos. Those who learn and work here will develop confidence, embrace creativity and enhance their knowledge and skills so that they can experience 'life in all its fullness.' (John 10:10)

General Statement

Our school welcomes and supports children and young people with medical and health conditions. We aim to include all 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 for Supporting Children and Young people with Medical Conditions in School December 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:

- 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 consider medical conditions e.g. we do not refuse access to the toilet at any time to any pupils with a medical condition that requires this.

Emergencies

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 SENCO and SBM (School Business Manager) ensures that all staff feel confident in knowing what to do in an emergency.

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 the hospital. 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 pupils to hospital in their own car unless it is an absolute necessity and never unaccompanied.

First Aiders

We have emergency first aiders on site at all times throughout the school day including paediatric first aiders. The school also has staff trained in mental health first aid.

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 pupils with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. SENCO and SBM are responsible for ensuring that 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 SBM who will make appropriate arrangements.

The Headteacher and SBM keep a training record and ensure training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures (see Working Together)

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 SBM 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
- Epi – pen (allergic reaction)

This training is delivered by the school nurse annually.

Staffing

The SENCO is responsible for ensuring that all relevant staff will be made aware of a pupil's condition as soon as possible.

Any supply teachers will be informed, as appropriate, via the School Business Manager or the administration team if the School Business Manager is not available.

Administration of Prescribed Medication at School

All medication is stored in a secure and locked cupboard in the main school office, unless it is an Epi-pen. Epi-pens will be located in the child's classroom and staffroom.

- 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 pupil's health.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We only give medication when we have written parental permission on a consent form and a record of medicine administered is kept.

Administration of Non-Prescribed Medication at School

Non-prescribed medication will only be administered when pupil is on a school residential where appropriate.

- When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.
- School will ensure they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Schools/settings should detail in their policy the circumstances in which they agree to administer non prescribed medications.
- Non – prescribed medication should be provided by the parents. Schools should not routinely hold their own stocks of medication.

Administration of Medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication.

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 and must complete the record of administration form.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

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.

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- 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 SMB and administration officer will ensure the correct storage of medication in school.
- The SBM and administration officer will ensure the expiry dates for all medication stored at school are checked (frequency) 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 main school office.

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 administration team along with the parent/s, ensures that all medication brought into school is clearly labelled with the pupil's 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.

Wherever possible medicines should be passed 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

Parental agreement forms and medication administration forms are kept in the medical file locked in the main school office.

Enrolment Forms

We ask on our enrolment form if a pupil has any medical/health conditions and again at regular times.

Individual Health Care Plans

Pupils with more complex medical needs we use Individual healthcare plans to record important details. They are updated when and if there are significant changes with parents and health care professionals.

School Medical Register

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

Asthma

Staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

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 pupils who have a diagnosis of asthma and whose parent/s have given us written permission for their pupils 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 SBM is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in the cupboard in the main school office. Along with a register of Pupils whose parent/s has given permission for these to be used as appropriate.

The SBM are 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 pupil who has a medical condition e.g. parent/s, school nurse, hospital, 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 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.

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

Head Teacher's Responsibilities

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 pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school 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 pupils 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 (frequency) 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 Responsibilities

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 pupils 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.

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- Be aware of pupils 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 Responsibilities

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 Responsibilities

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.

School Educational Needs Co-Ordinator Responsibilities

The SEN Co-Ordinator has a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils 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 exams or coursework.

Pupils Responsibilities

Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another pupil is not feeling well.
- Ensure a member of staff is called in an emergency situation

Parent Responsibilities

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 pupils medical condition in school.

School Procedure on Being Notified of a Pupils Medical Condition

Notification of a pupil's medical condition may come via a number of routes e.g. by parents, school nurse, admission forms etc.

Whatever the route the SENCO and SBM 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's
- 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 pupils and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send pupil's 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 or medical room 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 pupil's 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 pupils.

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

Insurance

The SBM 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 SBM 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.

Dignity and Privacy

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

- Via the school's website, where it is available all year round and through the newsletter when updates are issued.

School staff are informed and reminded about this policy:

- School training days whole school staff meetings, newsletter and school website.

Governing Bodies should review this policy annually