

BRINE LEAS SCHOOL

Part of The Cornovii Trust



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND THE PROCEDURE FOR THE ADMINISTRATION OF MEDICINES POLICY

1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

The Local Governing Board (LGB) will implement this policy by:

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

The Headteacher/Business Manager has responsibility for implementing this policy.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting students at school with medical conditions.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Local Governing Board (LGB)

The LGB has ultimate responsibility to make arrangements to support students with medical conditions. The LGB will ensure that sufficient staff have received suitable

training and are competent before they are responsible for supporting children with medical conditions.

3.2 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 school staff are appropriately insured and aware that they are insured to support students in this way.
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, 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.

3.3 Staff

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

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

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

We will work together with the student, parents/carers and medical professionals to develop individual healthcare plans as and when necessary. This will involve meetings with the Facilities Manager, Business Manager, SENCO/LEC Manager, Progress Tutors or Progress Managers as appropriate.

3.4 Parents

Parents will:

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

- Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Name of medicine
 - Dose and frequency of medication
 - Instructions for administration
 - Any special storage arrangements
- Collect and dispose of any medications held in school at the end of each term
- Ensure that medicines have NOT passed the expiry date.

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

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

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any students identified as having a medical condition.

4. Equal opportunities

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

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the school's SENDCO.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

- Plans will be developed with the student's best interests in mind and will set out:
- What needs to be done;
- When;
- By whom.

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

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate. IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

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

- The medical condition, its triggers, signs, symptoms and treatments.
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the student's condition and the support required.

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

7. Managing medicines

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

- When it would be detrimental to the student's health or school 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 student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date.
- Labelled.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- The school 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. Students will be informed about where their medicines are at all times and 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 students and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Administering medication

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

A 'Request to Administer Medication' form must be completed. Staff members are not legally required to administer medicines or to supervise a student when taking medicine. This is a voluntary role.

The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Students will be told where their medication is kept and who will administer it.

7.2 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.

A student 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 student to use. All other controlled drugs are kept in a secure cupboard in the school 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.

7.3 Students managing their own needs

Students 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.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student 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.

7.4 Non-prescribed medication

For safety reasons, students are not allowed to carry medication, other than a maximum of two over the counter pain relief tablets, unless agreed on an individual basis. Such arrangements will only be agreed after completion of a 'Request for Child to Carry their Own Medicine' form. All other medicines must be handed into the Main School Office on entry to the school premises.

7.5 Unacceptable practice

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the student 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students 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 student, 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 students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.
- Administer, or ask students to administer, medicine in school toilets.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

9. Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/Business Manager. Training will be kept up to date.

Training will:

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

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

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The Local Governing Board (LGB) will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school.

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

Each time medication is given to a child, a member of staff, will complete and sign a record sheet, kept in the administration office. These sheets record the following:

- Name of student;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

11. Liability and indemnity

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

The school will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Business Manager in the first instance. If the Business Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Board every three years, or sooner if required.

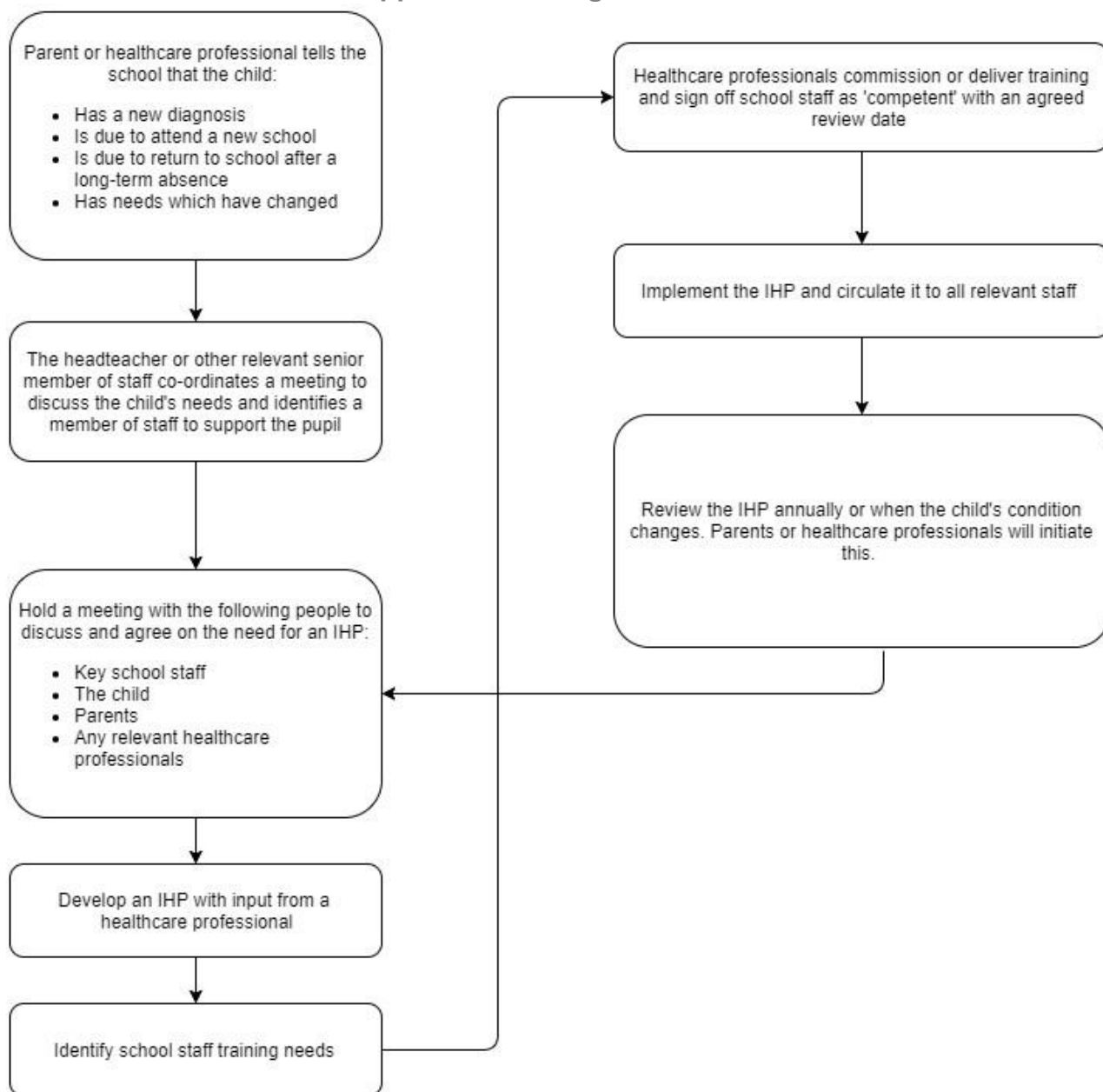
14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Needs

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|---|---|
| Policy Written/Prepared by: K Bradshaw | Date: May 2023 |
| Approved by Governors: May 2023 | Review Date: Summer 2026 |
| Issue Number: 1 (complete policy re-write) | Date of Previous Version: January 2022 (different version of same policy) |

Appendix 1: Being notified a child has a medical condition



Brine Leas School

PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

| Personal Details | |
|---------------------------|--|
| Name of student: | |
| Contact telephone number: | |
| Condition or illness: | |

| Details of Medication | |
|--|--|
| Name/ type of medication: (as described on the container) | |
| Special storage requirements: | |
| Condition or illness: | |
| Date dispensed: | |
| How long will your child take this medication? | |

| Full Directions of Use | |
|---|--|
| Dosage: | |
| Frequency/timing: | |
| Method: | |
| Any particular problems with administration?: | |
| Side effects: | |

| Parental Declaration | |
|---|--|
| <ul style="list-style-type: none">• I will ensure that the appropriate staff members are aware when medicine arrives at school.• I will complete another form if any of the above information changes. | |
| Signature: | |
| Date: | |
| Relationship to child: | |

Brine Leas School

REQUEST TO SELF-ADMINISTER MEDICATION

School will not give your child permission to self-administer unless you complete and sign this form and the Headteacher has agreed to self-administration.

| Personal Details | |
|---------------------------|--|
| Name of student: | |
| Contact telephone number: | |
| Condition or illness: | |

| Details of Medication | |
|--|--|
| Name/ type of medication: (as described on the container) | |
| Special storage requirements: | |
| Condition or illness: | |
| Date dispensed: | |
| How long will your child take this medication? | |

| Full Directions of Use | |
|---|--|
| Dosage: | |
| Frequency/timing: | |
| Method: | |
| Any particular problems with administration?: | |
| Side effects: | |

| Parental Declaration | |
|---|--|
| <ul style="list-style-type: none">• I will ensure that the appropriate staff members are aware when medicine arrives at school.• I will complete another form if any of the above information changes. | |
| Signature: | |
| Date: | |
| Relationship to child: | |

Brine Leas School

SCHOOL RECORD OF THE ADMINISTRATION OF MEDICINES

| Student Details | |
|-----------------|--|
| Name: | |
| DOB: | |
| Home Address: | |
| GP: | |
| Allergies: | |

| Medication & Dosage Details | |
|--|--|
| Name of Person Bringing Medication into School: | |
| Name of Medication: | |
| Name of Person the Medication has been prescribed for: | |
| Medication Expiry Date: | |
| Dosage (as outlined on the Medication): | |
| Dosage Regime (as outlined on the medication): | |
| Comments: | |

| Medication & Dosage Details | |
|--------------------------------|--|
| Date: | |
| Amount of medication given: | |
| Time administered: | |
| Administered by: | |
| Comments/Actions/Side Effects: | |

Brine Leas School

REQUEST FOR STUDENT TO CARRY THEIR OWN MEDICATION

School will not give your child permission to carry their own medication unless you complete and sign this form and the Headteacher has agreed to the request.

| Personal Details | |
|------------------|--|
| Name of student: | |
| Progress Group: | |
| Home Address: | |

| Emergency/Parental Contact Details | |
|---|--|
| Name: | |
| Telephone Number: | |
| Relationship to Child: | |
| Details of procedures the school should take in an emergency: | |

| Details of Medication | |
|--|--|
| Name/ type of medication: (as described on the container) | |
| Special storage requirements: | |
| Condition or illness: | |
| Date dispensed: | |
| How long will your child take this medication? | |

| Full Directions of Use | |
|---|--|
| Dosage: | |
| Frequency/timing: | |
| Method: | |
| Any particular problems with administration?: | |
| Side effects: | |

| Parental Declaration | |
|--|--|
| <ul style="list-style-type: none">• I confirm that I would like my child to carry their own medication in school.• I will ensure that the appropriate staff members are aware when medicine arrives at school.• I confirm that my child is aware of their responsibility to keep the medication safe throughout the school day and away from other students.• I will complete another form if any of the above information changes.• I will complete a separate form for each medication my child is carrying. | |
| Signature: | |

| | |
|------------------------|--|
| Date: | |
| Relationship to child: | |