



## **Medical Conditions Policy incorporating Administration of Medicines**

### **Vision Statement**

‘Together we inspire one another to live life to its fullness, rooted and built up in Christ, so that every member of our school community can learn, develop and flourish, to live in the world as the unique individuals God created us to be.’

**This school is an inclusive community that welcomes and supports pupils with medical conditions.**  
**This school provides all pupils with any medical condition the same opportunities as others at school.**

We will help to ensure they can:  
be healthy  
stay safe  
enjoy and achieve  
make a positive contribution  
achieve economic wellbeing once they leave school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: Sarah Bashora - Headteacher

### **Policy framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

#### **1. This school is an inclusive community that supports and welcomes pupils with medical conditions.**

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.



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- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

**2. This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

- Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.**

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

**4. All children with a medical condition should have an individual healthcare plan (IHP).**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**5. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**6. All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

**7. This school has clear guidance on providing care and support and administering medication at school.**



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- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

### **8. This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **9. This school has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.



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- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

**10. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised



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to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**11. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**13. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**



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- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

**14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

**Appendices**

**1. Supporting Pupils at school with medical conditions - statutory guidance**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

2. Administration of Medicine Policy

3. Form 5 Medical form for administration of medicine in school



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### **Administration of Medicines**

#### **OVERVIEW**

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

#### **School aims related to this policy**

- To see education as a partnership between home and school

#### **Policy aims**

- To provide a structured system for the safe administration of medication to meet children's needs.

#### **Rationale**

Whilst there is no legal duty requiring school staff to administer medicine, teachers, and other school staff, are charged with the duty of behaving as a responsible parent to ensure the health and safety of pupils on school premises. This duty might, in exceptional circumstances extend to include the administration of prescribed medication and /or taking emergency action. The duty extends to teachers and other staff leading or supervising off site activities.

#### **Responsibility**

##### **Parents/guardians**

Parents and guardians have prime responsibility for safeguarding their child's health and administering medication. They have responsibility for keeping the school informed as to the state of their children's health and medication requirements.

##### **Headteacher**

The headteacher has responsibility for:

- deciding if the school can assist in the administration of medication. No member of staff should agree to administer medicine without first consulting with the headteacher. Decisions made by the headteacher in regard to the administration of medicine will be based on the need to encourage full attendance and the child's full participation in school life
- the actions of staff in regard to the administration of medication.
- day to day responsibility for the safe management of medication in school. This duty derives from COSHH Regulations 1994 regarding control of hazardous substances.
- keeping staff informed about the medical needs of pupils.
- ensuring that staff who administer medication have the appropriate information and/or training.
- the implementation of the policy and its review for continued relevance and compliance to statutory responsibilities and for updating parents on its content.



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- If children make a visit without school staff e.g. Y6 transition days the headteacher is responsible for ensuring that the receiving school knows about a child's medical needs.
- Ensuring a child's medical needs are included in transfer information.

### **Other school staff**

School staff are responsible for:

- Informing the headteacher of any medication known to be in school which has not been reported.
- For directing requests for a child to be given medication to the headteacher.

Teaching staff are responsible for:

- The safe management of medication kept in the classroom e.g. asthma inhalers.
- Ensuring that children in their class are aware that medicines are drugs and that they must not share their medication, inhaler etc. with others.

**In order to ensure the implementation of this policy the following procedures must be followed.**

### **STRATEGIES**

#### **Administering medication**

There is no legal requirement to administer medication, this is a voluntary role. No pupil should be given medication without parental consent in writing, stating dosage and time for administration e.g. 5ml before lunch. Parents must complete a school consent form at the office. If the headteacher decides that the administration of a certain medication is a responsibility she is not willing to undertake she will contact parents.

#### **Storing medication**

All medicine stored in school will belong to a named child. It must be provided in a clearly labelled container marked with the dosage and other requirements for medication. Where a child needs two or more medications these should be in separate containers. Medicines should never be transferred to alternative containers. Medicines should be kept in the school office locked medicine cupboard or in the staffroom locked medicine fridge if necessary.

Medication which is needed quickly e.g. asthma sprays will be kept in the classroom in a place designated by the class teacher and be known to the child. It should be clearly labelled with the child's name.



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1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school.
2. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must send written requests to the headteacher when they wish the school to supervise or administer medication.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.
7. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

### **Confidentiality**

All medical information should be treated confidentially and used on a 'need to know' basis.

### **Emergency Procedures – See Critical incident policy**

In the event of a serious accident or a person in school becoming extremely ill the procedure printed below should be followed.

- 1) Summon adult help.**
- 2) Try to ensure that the casualty is out of immediate risk using your best judgement.**
- 3) Err on the side of caution by contacting the emergency services via the office telephone.**
- 4) Inform the emergency contact for the casualty.**

### **Invasive or intimate Treatment**

At the present time there are no children at Clayton-le-Woods CEP who require this type of medical treatment. If a child (or children) requiring this type of procedure applies for admission their needs will be subject to a full investigation and clarification before a decision to admit is made. If the decision is to admit, this will not be done until full training has been identified and completed, and procedures to support and protect the child have been agreed.



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## FORM 5

### Record of medicine administered to an individual child

Name of Setting:			
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:			
Parent signature:			
Date:			
Time Given:			
Dose Given:			
Name of member of staff:			
Staff initials:			



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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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Staff initials:	_____	_____	_____

Date:	_____	_____	_____
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Dose Given:	_____	_____	_____
Name of member of staff:	_____	_____	_____
Staff initials:	_____	_____	_____