



**Amber Valley
& Erewash
Support Centre**

Supporting Pupils with Medical Needs or Conditions and Administering Medication Policy 2019 - 2020

Written by: Russ McKee **Date:** 17/09/2018

Last reviewed on: 09/2019

**Next review due
by:** 09/2020

Approved by: Tom England

To be read in conjunction with the School Behaviour policy, Special Education Needs policy, Equality policy, Admissions policy and Safeguarding & Child Protection policy.

Introduction

At the Amber Valley and Erewash Support Centres all our staff care and want the very best for each pupil who is a part of our community. We value each other and every one of our pupils and they are at the centre of everything that we do. We recognise that everyone has unique needs and aspirations and understand the importance of providing equal opportunities within a caring environment that allows pupils to flourish and achieve.

We strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. Pupils with special medical needs have the same right of admission to the school as other children and cannot be refused admission or excluded from the school on medical grounds alone.

Teachers and other school staff in charge of pupils have a common law duty to act in “loco parentis” and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the local authority and Department for Education.

Legal Framework This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies (Management Committee) to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions. **Definition** Pupils' medical needs may be broadly summarised as being of two types:

- Short term, affecting their participation in school activities which they are on a course of medication;
- Long term, potentially limiting their access to education and requiring extra care and support.

<http://www.legislation.gov.uk/ukpga/2014/6/part/5/crossheading/pupils-with-medical-conditions>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Aims

The aim of this Policy is to ensure that all pupils with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.

- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

Senior Leaders and the Management Committee will implement this policy by:

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

Entitlement

The school accepts that pupils with medical needs should be assisted if possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- To choose whether they are prepared to be involved;
- To receive appropriate training;
- To work to clear guidelines;
- To bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Responsibilities of the Management Committee.

The Management Committee has ultimate responsibility to make arrangements to support pupils with medical conditions. The Management Committee will ensure that enough staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

Management Committee must ensure that the arrangements they put in place are enough to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.

Senior Head of Centre.

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 pupils in this way.
- Contact the school nursing service in the case of any pupil 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. School Staff Supporting pupils 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 pupils 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 pupils with medical conditions will receive enough and suitable training and will achieve the necessary level of competency before doing so. Teachers will consider the needs of pupils with medical conditions that they teach.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

A staff should be aware that:

- There is no legal or contractual duty on school staff to administer medicine.
- Medication can only be administered at the school by members of staff who have volunteered, following permission from the Senior Head of Centre.
- If the member of staff administering the medicine is concerned about any aspect of its administration, they must not administer it and must seek further advice.

Parents and carers

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication. They should provide the school with enough and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are **always** contactable.

The parent(s) need to ensure there is enough medication and that the medication is in date. The parent(s) and carer(s) must replace the supply of medication at the request of relevant school/health professional.

Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Expiry dates;

- Dispensing date/pharmacists' details.

Pupils

Those with medical conditions are often best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and compliance with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those medical conditions. They are also expected to comply with their individual healthcare plan.

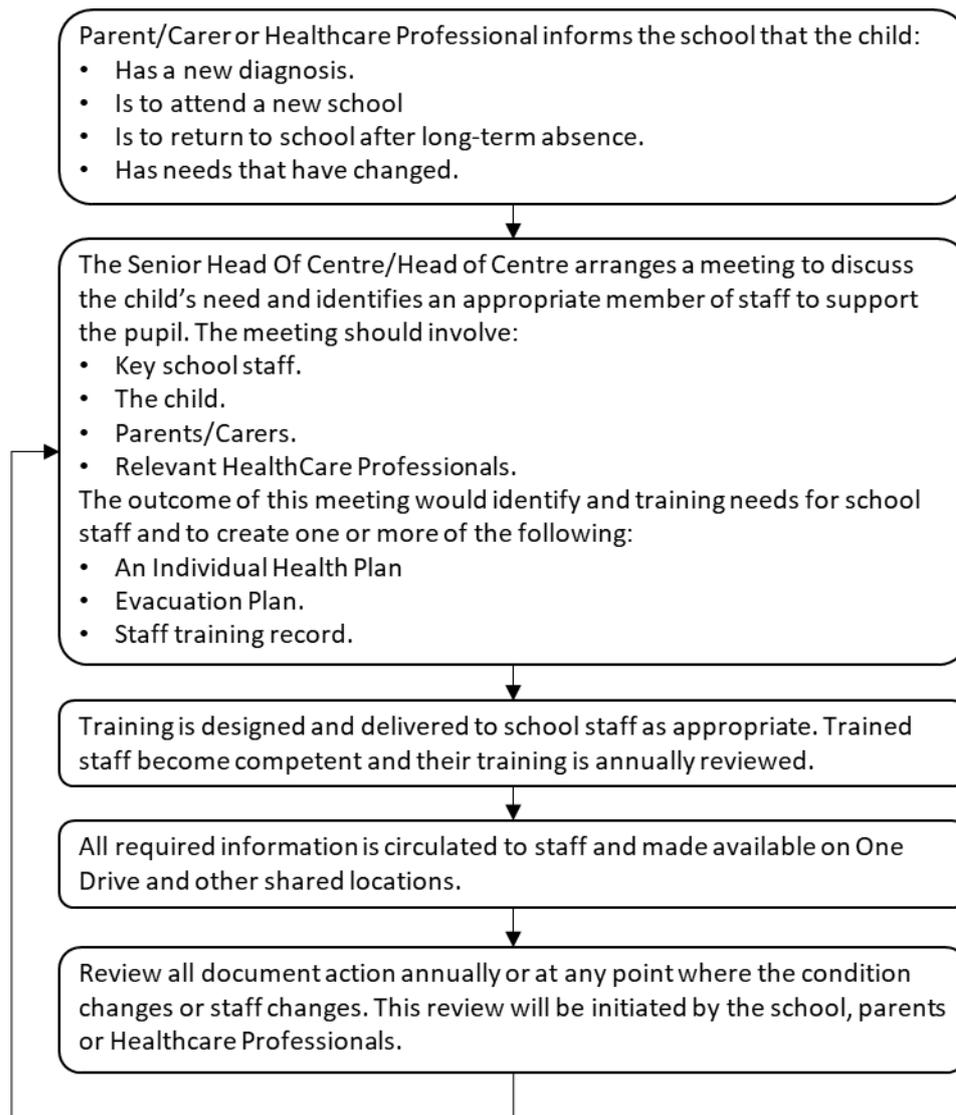
School nurses and other healthcare professionals.

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

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

Procedure

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Healthcare Plan (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 pupils who are new to our school.



Individual Healthcare Plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Head of Centre for each school.

Kelly White, Kirk Hallam KS2/3 School

Russ Mckee, Bennerley KS3/4 School.

Elwyn Fry, Sawley KS4 School.

Janine Dix, Alternative Provision Team.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. The Individual Healthcare Plan should be completed by parent/carer(s), designated school staff and school nurse/medical agency.

They will be formulated with the pupil's best interests in mind and ensure that the school assesses and manages risks to the pupil's education, health and social wellbeing, and minimises disruption. They will provide clarity about what needs to be done, when and by whom.

A Healthcare Plan should include the following information:

- Details of a pupil's condition (its triggers, signs, symptoms and treatments);
- The pupil's resulting needs, including medication and other treatments;
- Special requirements e.g. dietary needs, pre-activity precautions;
- Any side effects of the medicines;
- Specific support for the pupil's educational, social and emotional needs;
- Level of support needed and who will provide this;
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure that the pupil can participate;
- What constitutes an emergency;
- What action to take in an emergency;
- What not to do in the event of an emergency;
- Whom to contact in an emergency;

The role the staff can play.

Where a child has a special educational need identified in their EHC plan, the healthcare plan should become part of the plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

Not all pupils with a medical condition will require an Individual healthcare plan. It will be agreed with a healthcare professional and the parents when an individual healthcare plan. would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Head of Centre will make the final decision.

Medicines

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

- When it would be detrimental to the pupil'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 pupil without the knowledge of the parents.**
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.
- Parents should bring medicines into the school (not pupils).
- A bottle with a pharmacist's label designating the pupil's name, directions, name of drug and name of doctor must be submitted to the office and shown to the Headteacher.
- Medicines should be in original packaging and not tampered with.
- Any medications not presented properly will not be accepted by school staff.
- The parent/guardian must complete a Medicine Administration Form.
- A record must be kept of all children receiving medication (this record must be accessible in the office).
- The pupil's class teacher and where appropriate other staff members (e.g. other teachers (including supply teachers) and lunchtime staff) must be kept informed of prescription medication being taken over an extended period.
- Parents can come into the school at lunchtime to administer these medicines if they wish.
- The school will liaise with the School Health Service or other medical agencies for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

- Any medicines brought into the school by the staff e.g. antibiotics, pain medication, hayfever medication, inhalers for personal use, should be stored in an appropriate place and kept out of the reach of the pupils (e.g. staff locker). Any staff medicine is the responsibility of the individual concerned and not the school.
- The date, time, name of pupil, dose, should be recorded and double signed by a witness for all prescription and non-prescription medicines administered whilst at the school.
- 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. Pupils will be informed about where their medicines are always 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 pupils and not locked away.

Staff administering medication must check:

- The pupil's name.
- Written directions provided.
- Prescribed dose.
- Dose frequency.
- Time and quantity of last dose.
- Expiry date.
- Any additional or cautionary information.

Storage of Medicines.

When items need to be available for emergency use, e.g. asthma pumps and EpiPen's, they are kept in the classroom/medical so that pupils can access them immediately. Medicines are stored in the fridge (if specified in a locked container) or in the medicine safe in the main office. The medicine safe is always kept locked.

Disposal of Medicines.

Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should collect medicines held by the school at the end of each term.

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.

Links to the regulations are below:

<https://www.nhs.uk/common-health-questions/medicines/what-is-a-controlled-medicine-drug/>

<http://www.legislation.gov.uk/ukxi/2001/3998/schedule/1/made>

A pupil 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 pupil 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.

The pupil's role in managing their own medical needs.

After discussion with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

Wherever possible, pupils should be allowed to carry their own medicines with relevant devices or should be able to access their medicines for self-medication quickly and easily.

Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

If it is not appropriate for a pupil to self-manage, relevant staff should help administer medicines and manage procedures for them.

Emergency procedures.

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

PEEP (Personal Emergency Evacuation Plan).

For any pupil with medical needs a Personal Evacuation Plan is written in case of a fire. This plan is shared with all staff, including supply staff, working with the pupil to ensure a safe evacuation if necessary.

Staff Training.

When training is delivered to academy staff, the school will ensure that a training record is completed for inclusion in the Health and Safety records. This is for both insurance and audit purposes. Training is carried out by the official medical agency involved with the pupil and family and is regularly reviewed and updated. Clear records are kept of the training by the Senior Head of Centre.

- Staff will be fully supported in carrying out their role to support pupils with medical conditions.
- On the advice of relevant healthcare professionals, training needs will be identified.
- Professional training will be provided to relevant individuals.
- Logs will be kept of training that has been provided.
- Providers of training will also be logged.
- Fulfil the requirements in the IHPs.
- Training needs will be reviewed where necessary.

Any member of staff providing support to a pupil with medical needs should have received suitable training.

Off-site Trips and Residential Visits.

On occasion it may be necessary for the academy to administer an "over the counter" medicine in the event of a pupil suffering from a minor ailment, such as a cold or sore throat while away on an educational visit. In this instance the parental consent form will provide an "if needed" authority, which should be confirmed by phone call from the Group Leader to the parent/carer when this is needed, and a written record is kept with the visit documentation.

Where pupils suffer with travel sickness the pupil should be given the appropriate medication before leaving home, and when a written parental consent is received he/she may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's

details, contents, and time of medication). Medication is to be kept in the charge of a named member of staff, and the parental consent is signed by that staff member before inclusion in the visit documentation.

Refusing Medicine.

When a pupil refuses medicine, the parent should be informed the same day and be recorded accordingly. Staff cannot and will not force a pupil to take any medicine.

Liability and Indemnity.

School staff will be made aware of the insurance arrangements in the event of a claim or liability. Before carrying out clinical/medical procedures staff will be trained and assessed as competent in the relevant procedures on an individual child basis.

There will be written evidence via a risk assessment and/or appropriate training and/or written competency assessment.

On the basis that this policy is followed then the academy is protected by its Public Liability Insurance (subject to its terms, conditions and exclusions) for accidental death, injury or damage caused by such procedures to a third party.

The insurance provided jointly indemnifies staff provided they are acting in accordance with their duties. All other partner organisations must have, at least, the minimum public liability insurance and indemnity insurance. Each service will have a procedure for checking this insurance is in place.

Our insurance provider is: Zurich

Our Policy Number is: KSC-242097-2513

Complaints.

In the unlikely event that parents or pupils become dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's Complaints Procedure.

To view the Complaints Policy please visit the school's website.