



# Administration of Medicines Policy

September 2023

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Approved by: Chair of Trustees

Principal: Neil Bain

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## 1. Aims

This policy aims to ensure 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 board of Trustees will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of students' conditions, 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 named person with responsibility for implementing this policy is Head of Student Services and Deputy Student Services**

## 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 the Trustees to make arrangements for supporting Students at the school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## 3. Roles and Responsibilities

### 3.1 The Board of Trustees

The Trustees have ultimate responsibility to make arrangements to support students with medical conditions. The Trustees 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 Principal

The Principal has overall responsibility for ensuring the school considers the appropriateness of creating an IHP for a student. The actual process of collecting relevant data and writing the IHP has been delegated to SENCO.

The Principal 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.
- Ensure that all staff who need to know are aware of a child's condition.

- 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.
- 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.

### **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, and ensure they or another nominated adult are contactable at all times.

### **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 SENCO and Healthcare Professionals**

- Senco 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. They may also support staff to implement a child's IHP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with SENCO and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.
- Senco is overall responsible for ensuring parents, students, health professionals and school work together to produce relevant IHP for appropriate students.

#### 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

#### 6. Individual Healthcare Plans (IHPs)

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to SENCo.

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

Plans will be developed with the students' 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 no consensus, the Principal will make the final decision.

- Plans will be drawn up in partnership with the school, parents and relevant healthcare professionals, specialists or paediatricians, who can best advise on the students' specific needs. The student will be involved wherever appropriate.
- IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an 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 Board of Trustees, the Principal and SENCo 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 students' 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 Principal 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 students' 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 a student over the age of 16 without the knowledge of the parents.**

- Students under 16 will not be given medicine containing aspirin or Ibuprofen 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 and permission given for all pain medication, including paracetamol. This is the responsibility of the Head of Student Services.

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.
- Preference is given to students carrying their own epipens and asthma inhalers in a clearly marked waistbag that is worn throughout the day. Should a student be swimming, the waistbag will be given to the classteacher who will ensure the bag is placed in a secure, easily accessible position within the pool area.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **7.1 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.

### **7.2 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.
- If a student refuses a scheduled medication or health procedure, the supervising staff will record the incident on MyConcern, and immediately notify the Principal and the parent in writing.

### **7.3 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is never 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.
- Wemms staff will complete a course on the Safe Administration of Medicine every year.
- All staff will receive annual training in managing seizures, recognizing concussion, anaphylaxis, and hyper/hypo glycemia. and those prepared to administer an EpiPen will also receive dedicated training in this field of expertise.
- Additional 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 Principal and SENCo. 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.

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 and Residential Trips**

- The Board of Trustees will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. 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.

The school has regular Residential trips and adheres to a strict Safe Administration of Medicines Procedure developed since the inception of the school.

- Two weeks before departure the Head of Student Services sends an e-mail to parents giving details of how to send medication for students on the trip to school; in the original packaging with details of how to administer, the pharmacy sticker intact, a contra-indication leaflet, details of the prescribing doctor and the purpose for which the medication is used.
- The medicine for all students is collected in school and taken in a secure box to the venue for the trip.
- The medicine is given immediately upon arrival at the venue to staff responsible for students under their care with a medical book or form so that times, dates and details may be kept. The records are written to ensure failures in the internet are mitigated and if the internet is not available (for example, in France the hotel had no internet during our stay). Records are still kept accurately. Staff are responsible for keeping students' medication secure during the stay, usually in the room safe if available.
- Staff may not administer medicines alone. A second member of staff checks the actions undertaken and witnesses the correct dosage is administered. The 6R policy will be strictly adhered to; right student, right medicine, right dose, right route, right time, right to refuse.
- Staff check the student recognizes the medication, checks the name on the medication is correct and that the number of tablets is accurate.
- Tablets are not touched by staff, who open the blister pack directly into the hand of the student.
- In cases of a student administering their own medication, a written permission is given. At a parent's request, staff may remind a student to take their medication and/or observe the student taking the medicine. This is by agreement in writing with the parent.

### **11. Liability and Indemnity**

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

### **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Principal/Head of Student Services in the first instance. If the Principal/Head of Student Services 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 Board of Trustees every year.

## Appendix 1: Being notified a child has a medical condition

