



## Academy Policy

# Medication Policy

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## 1. Introduction

1.1 This policy aims to ensure that:

- a) Pupils, staff and parents understand how our Academies / trust will support pupils with medical conditions
- b) Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

1.2 The trust will implement this policy by:

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

1.3 The named person within the Academy with responsibility for implementing this policy is:

- a) Jane Bromley – Principal

## 2. Legislation and statutory responsibilities

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

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

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

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

### 3. Roles and responsibilities

#### 3.1 The Trust Board

- 3.1.1 The board has ultimate responsibility to make arrangements to support pupils with medical conditions. The board 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

##### 3.2.1 The Principal will:

- a) Make sure all staff are aware of this policy and understand their role in its implementation
- b) 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
- c) Take overall responsibility for the development of IHPs
- d) Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- e) 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
- f) 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

- 3.3.1 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.

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

- 3.3.3 Teachers will take into account 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.

### 3.4 Parents

#### 3.4.1 Parents will:

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

### 3.5 Pupils

3.5.1 Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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

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

3.6.2. 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.

## 4. Equal opportunities

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

4.2 The Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on trips, visits and sporting activities.

4.3 Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

- 5.1 When an Academy is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.
- 5.2 The Academy 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 an Academy. See Appendix 1.

## 6. Individual healthcare plans

- 6.1 The Principal has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to:
- a) Vicky Jackson (SENDCo)
  - b) Janice Brown – trained medicine administration staff
- 6.2 Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.
- 6.3 Plans will be developed with the pupil's best interests in mind and will set out:
- a) What needs to be done
  - b) When
  - c) By whom
- 6.4 Not all pupils 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 Principal will make the final decision.
- 6.5 Plans will be drawn up in partnership with the Academy, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.
- 6.6 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 pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.
- 6.7 The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Principal and the named individuals with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:
- a) The medical condition, its triggers, signs, symptoms and treatments

- b) The pupil'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
- c) Specific support for the pupil'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
- d) The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- e) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- f) Who in the Academy needs to be aware of the pupil's condition and the support required
- g) Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- h) Separate arrangements or procedures required for trips or other activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- i) Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- j) What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

- 7.1 Prescription and non-prescription medicines will only be administered at the Academy:
- a) When it would be detrimental to the pupil's health or attendance not to do so and
  - b) Where we have parents' written consent
- 7.2 The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.
- 7.3 Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- 7.4 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.
- 7.5 The Academy will only accept prescribed medicines that are:
- a) In-date
  - b) Labelled

- c) Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

7.5 The Academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

7.6 All medicines will be stored safely. Pupils 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 pupils and not locked away.

7.7 Medicines will be returned to parents to arrange for safe disposal when no longer required.

## 8. Controlled drugs

8.1 Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

8.2 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 Academy office and only named staff have access.

8.3 Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 9. Pupils managing their own needs

9.1 Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parent/carer(s) and it will be reflected in their IHPs.

9.2 Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil 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.

## 10. Unacceptable practice

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

- a) Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary



- b) Assume that every pupil with the same condition requires the same treatment
- c) Ignore the views of the pupil or their parent/carer(s)
- d) Ignore medical evidence or opinion (although this may be challenged)
- e) Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal activities, including lunch, unless this is specified in their IHPs
- f) If the pupil becomes ill, send them to the Academy office or medical room unaccompanied or with someone unsuitable
- g) Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- h) Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- i) Require parents, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the Academy is failing to support their child's medical needs
- j) Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of Academy life, including trips, e.g. by requiring parents to accompany their child
- k) Administer, or ask pupils to administer, medicine in Academy toilets

## 11. Emergency procedures

- 11.1 Staff will follow the Academy'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.
- 11.2 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.

## 12. Training

- 12.1 Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- 12.2 The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

- 12.3 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal. Training will be kept up to date.
- 12.4 Training will:
- a) Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
  - b) Fulfil the requirements in the IHPs
  - c) Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- 12.5 Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 12.6 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.

## 13. Record keeping

- 13.1 The Trust Board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at the Academy.
- 13.2 IHPs are kept in a readily accessible place which all staff are aware of.

## 14. Liability and indemnity

- 14.1 The board will ensure that the appropriate level of insurance is in place and appropriately reflects trust's / Academy's level of risk.
- 14.2 The details of the trust's insurance policy are:
- 14.3 The Trust is a member of the RPA and all records relating to accident/injury at work are retained in line with the IRMS toolkit advice and guidance.

## 15. Complaints

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

## 16. Monitoring arrangements

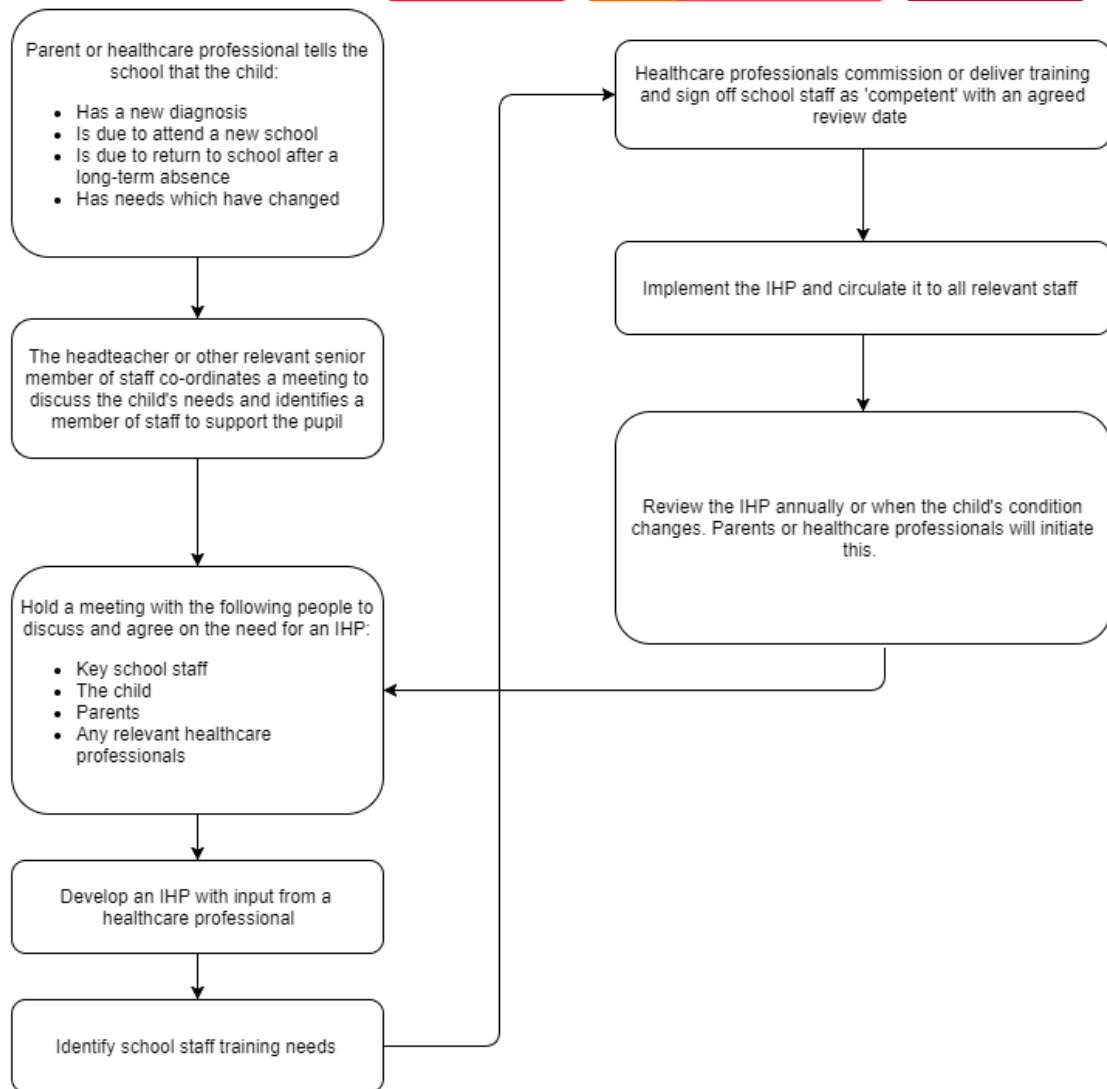
16.1 This policy will be reviewed and approved by the Trust Board annually.

## 17. Links to other policies

17.1 This policy links to the following policies:

- a) Accessibility plan
- b) Complaints
- c) Equality information and objectives
- d) First aid
- e) Health and safety
- f) Safeguarding
- g) Special educational needs information report and policy

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



## Appendix 2 – Individual healthcare plan

Name of Academy/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in the Academy

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for Academy visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## Appendix 3 – Parental agreement for setting to administer medicine

The Academy/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of Academy/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 4 – Record of medicine administered to an individual child

Name of Academy/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 \_\_\_\_\_

Signature of parent \_\_\_\_\_

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			
Name of member of staff			
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Date			
Time given			
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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			



## Appendix 5 – Staff training record – administration of medicines

Name of Academy/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

\_\_\_\_\_

Date

\_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature

\_\_\_\_\_

Date

\_\_\_\_\_

Suggested review date

## Appendix 6 – Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## Appendix 7 – Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/carer,

### **Developing an individual healthcare plan for your child**

Thank you for informing us of your child's medical condition. I enclose a copy of the Academy's policy for supporting pupils with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the Academy, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Principal