



# Pupils With Medical Conditions and Administration of Medicines policy

|                         |  |
|-------------------------|--|
| Audience:               | Parents<br>Academy staff and volunteers<br>Local Governing Bodies<br>Trustees<br>Cluster Boards<br>Local Authorities |
| Ratified:               | REACH2 Education Committee<br>30 June 2020   |
| Other related policies: | <a href="#">First Aid;</a><br><a href="#">Health and Safety;</a><br>Inclusion/SEND                                   |
| Policy owner:           | Helen Beattie, Head of Safeguarding  |
| Review frequency:       | Annually   |

# REAch2 pupils with medical conditions and administration of medicines policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

|                       |   |
|-----------------------|---|
| <b>Integrity</b>      | We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour            |
| <b>Responsibility</b> | We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements                 |
| <b>Inclusion</b>      | We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style                 |
| <b>Enjoyment</b>      | Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved       |
| <b>Inspiration</b>    | Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full |
| <b>Learning</b>       | Children and adults will flourish in their learning and through learning discover a future that is worth pursuing   |
| <b>Leadership</b>     | REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual                |

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## **1. Aims**

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils, staff and parents understand how our school will support pupils with administration of any medicines
- Pupils with medical conditions and requirements for administration of any medicines are properly supported to allow them to access the same education as other pupils, including school trips
- The safety and welfare of pupils, including their physical and mental wellbeing, is promoted at all times
- A culture of safety, equality and protection is promoted

We will ensure implementation of this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of a pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions and administration of medicines
- Developing and monitoring healthcare plans

**The named person with responsibility for implementing this policy is Raheel Akhtar, Headteacher.**

## **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 pupils at their school with medical conditions. It is based on the requirements outlined in the Department for Education's statutory guidance 'Supporting pupils at school with medical conditions', and is intended to be in accord with all other statutory/guidance documents referenced therein. Please see the statutory guidance itself for further information.

For the purposes of this policy, 'parents' refers to any individual who holds parental responsibility for the child in question.

## **3. Roles and responsibilities**

### **3.1 The governing board**

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions, which includes the administration of medicines. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions and/or administration of medicines.

### **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 healthcare plans and requirements for administration of medicines, including in contingency and emergency situations
- Take overall responsibility for the development of healthcare plans
- Liaise with named healthcare professionals in the case of any pupil 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 any needs for administration of medicines, and that this information is kept up to date

### **3.3 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 and/or administration of medicines will receive sufficient and suitable training, and will achieve the necessary level of competence before doing so. Staff required to administer medicines are covered by the Academy's liability insurance, a copy of which is available on request. 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**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, including required information about administration of medicines
- Be involved in the development and review of their child's healthcare plan
- Carry out any action they have agreed to as part of the implementation of the healthcare plan

### **3.5 Pupils**

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 healthcare plan. They are also expected to comply with their healthcare plan.

## **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school activities, including trips and visits, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely. Risk assessments for any activity will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included, which will include any need for administration of medicines. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

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

Parents are expected to notify the school as soon as they are aware of a new medical condition, or any changes to an existing medical condition, for their child. When notified of this, the process outlined below will be followed to decide whether the pupil requires a healthcare plan. The school will make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **6. Healthcare plans**

The Headteacher has overall responsibility for the development of healthcare plans for pupils with medical conditions. Operational oversight of these tasks has been delegated to Anna Pettigrew (Family Support and Inclusion Officer) and Linda Mills (SENDCo).

Not all pupils with a medical condition will require a healthcare plan. It will be agreed with a healthcare professional and/or parents when a healthcare plan would be inappropriate or disproportionate. This will be based on evidence.

Healthcare plans will be developed with the pupil's best interests in mind and will set out what needs to be done, when and by whom. They 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 pupil's specific needs. The pupil will be involved wherever appropriate. The healthcare plan will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the healthcare plan as required. The final agreement of a parent will be sought before implementation.

The level of detail in the healthcare plan will depend on the complexity of the child's condition and how much support is needed. The following factors as a minimum will be considered when deciding what information to record:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medicine (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 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
- The level of support needed, including in emergencies. N.B. if a pupil is self-administering any medicines, 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for any medicines to be administered by a member of staff, or self-administered by the pupil 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

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

### **Administration of medicines**

If administration of medicines is required during the school day, parents are requested to inform the school as soon as possible. Parents will be required to provide evidence from the child's GP to confirm this. Both prescribed and non-prescribed medicines can be administered at school: in the case of prescribed medicines, parents will be required to provide evidence from the child's GP; in the case of non-prescribed medicines, only in exceptional circumstances where the medicine would previously have been prescribed for a diagnosed condition and where the medicine forms part of the child's health and care plan in school can they be administered. No medicines will be accepted for administration without an in date, prescription label attached – if not prescribed but falls under the 'exceptional circumstances' category then the parent must attach a label with the child's name and dosage themselves, and complete a consent form. Where possible, we request that medicines be administered at home by parents before or after school, unless otherwise stated by a medical professional. Evidence of any required change to prescribed medicines must be provided to the school immediately to ensure immediate implementation; this may require supplying newly labelled prescriptions or items in line with such changes.

All staff authorised to administer medicines will follow administration procedures as advised by a healthcare professional and as agreed with the parents and child. Where the medicine requires specialist technique or equipment, e.g. inhaler, the members of staff responsible for administration will be required to demonstrate competence before taking on this role, as assessed by the Headteacher and additionally by a healthcare professional if required. In the event of administration of non-prescription medication medicine needing to be administered as part of a care plan, explicit consent will be needed from parents in order to check the most recent dosage and ensure administration is within safe guidelines; in this instance, contact will be made with parents to clarify the most recent dosage. Parents have the opportunity to come into school to administer any medicines should they wish to do so, or if this is deemed the most appropriate option for the child. If a child refuses to take medicines, staff will not force them to do so, but will note this in the records and inform parents immediately or as soon as is reasonably possible.

We may, in the event of a critical situation, administer medicine to a child without consent of a parent if the First Aider or medical services believe there is imminent life risk. Parents will be informed of this action as soon as is practically possible.

### **Receipt, storage and disposal of medicines**

We will compile a medicines list detailing information concerning all medicines for which we have permission to be administered within the school, including details of dose and frequency. This will be stored confidentially, within easy reach of the medicine itself, so that it can be quickly and easily referred to.

Medication is being kept in classrooms of the relevant children. In the classrooms, the medication is kept on the highest shelf available in order to be out of the reach of the children. The location of medication is identifiable by a green cross on the cupboard it is stored in. Some medication is self-administered, however all medication must be supervised and logged by a trained member of staff. All relevant documents such as 'Administration of Medication Authorisation Form', 'Medication Administration Record (MAR)', Asthma plans and Health Care plans are all kept alongside the medication in a child's individual wallet. When leaving the class room for any length of time (e.g. playtime, lunchtime, and sports club) a trained staff member will take the relevant children's medication with them for the activity and return it once the child is back in class.

Any medication that needs to be refrigerated will be found in the medical fridge in the main office.

All medicines must be delivered to the school office by the parent in person, who will then be required to complete and sign a permission form (see appendix) Under no circumstances will medicines be left in a child's possession, unless immediate emergency treatment is expected to be required, i.e. use of inhaler during sporting activity. We can only accept medicines in their original containers as dispensed by a healthcare professional, complete with original labels and/or accompanying written directions. We cannot accept medicines that have been taken out of their original container. Each item of medicine must be clearly labelled with the following information:

- Pupil's name
- Name of medicine(s)
- Dosage
- Frequency and timing of administration
- Date of dispensing
- Storage requirements (if relevant)
- Expiry date

If relevant, parents are required to provide full details of any rescue therapy, including the dosage and frequency of administration, and any additional action to be taken if this is not effective.

It is the parent's responsibility to ensure that all medicines are in date and suitable for use. The member of staff receiving the medicines will check the items against the information stated on the form, and place the items in the approved secure storage location, clearly named and labelled. Where a child is prescribed emergency medicines (e.g. inhalers, EpiPen) it will be securely stored in a location that is easily available if required in an emergency, including during any external activity or trip. If required, the temperature of the facility used to store any medicines, including a medicines fridge, will be recorded on a daily basis to ensure that the required temperature is maintained.

In the event of medicines needing to be transported to and from school on a daily basis, i.e. antibiotics, the parent is responsible for ensuring that both delivery and collection occurs.

The school is not responsible for disposing of medicines and in the event that medicines are out of date then parents will be requested to collect it. Parents are responsible for ensuring that expired or unwanted medicines are returned to the pharmacy for safe disposal. Parents must collect all unused medicines at the end of the agreed administration period. Should medicines be left at school beyond three months, despite attempts made to contact the parent to collect it, it will be given by the school to a pharmacy for safe disposal.

### **Documentation**

Each occasion where medicines are administered will be recorded on an administration of medicines form (see appendix) This information is confidential to school staff and will be stored and retained securely in line with REAch2's record retention policy.

### **Policy review**

This policy will be reviewed annually. Review will take place more regularly in the event of changes to statutory requirements, or in light of feedback arising from pupils, parents or staff involved with supporting pupils with medical conditions and/or administration of medicines.





**CONCORDIA**  
ACADEMY



**Administration of Medication Authorisation Form**  
**(This information is kept in the school office)**

I authorise the appointed person within Concordia Academy to administer the following medication to my child as per my instructions.

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

D.O.B \_\_\_\_\_ Medication \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

When is the medication required? \_\_\_\_\_

Dosage and method \_\_\_\_\_

Does the medication require refrigeration? Yes / No

Special precautions/other instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have administered at least one dose of the medication to my child/student without adverse effects

Yes

No

I hereby request that the above ordered medication be administered by academy personnel in accordance with the academy's policy. I give permission for the exchange of information between the prescriber and the school nurse or academy staff to ensure the safe administration of this medication.

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian Signature \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent /Guardian's Address

\_\_\_\_\_

\_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Other Phone # \_\_\_\_\_



**CONCORDIA**  
ACADEMY



**SELF ADMINISTRATION OF MEDICATION AUTHORISATION/APPROVAL**

Self-administration of medication may be authorised by the parent/guardian and must be approved by the school nurse (if applicable). In school, inhalers for asthma and cartridge injectors for medically-diagnosed allergies, students may self-administer medication with the written authorisation from a student's parent or guardian.

I confirm that I authorise the above-named child to self-administer the medication noted on page 1 of this form (overleaf).

I confirm that I am the Parent/Guardian of the child mentioned on page 1 of this form.

Parent/Guardian authorisation for self-administration: YES / NO

Parent/Guardian Signature \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**Medication Administration Record (MAR)**

Name of Child/Student \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Pharmacy Name \_\_\_\_\_

Medication \_\_\_\_\_

| Date | Time | Dosage | Remarks | Was This Medication Self-Administered?                   | Signature of Person Observing or Administering Medication |
|------|------|--------|---------|--|---|
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
|      |      |        |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |

Authorisation form is complete                       Medication is in original container

Medication is appropriately labelled                       Date on label is current

Person Accepting Medication (print name) \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_