



Name of Policy: Administration of Medicine

Date of Policy: May 2021

Member of Staff responsible: Lindsay Trail

Review date: May 2023

Signature: _____ **Chair of Governors**

Date Approved: _____

Administration of Medicine



STATEMENT OF INTENT

Castleward Spencer Academy, wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

INTRODUCTION

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and the Principal to make arrangements for supporting pupils at our school with medical conditions. Pupils with special medical needs have the same right of admission to school as other children, and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent 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 who is responsible for the child's medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to all Parents / Carers and staff.

Policy Implementation

All schools are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to Mrs. Lindsay Trail, Principal. The Principal will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is



always available and on site.

The Principal, will be responsible for briefing supply teachers, risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans. All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

1. Short-term affecting their participation in School activities because they are on a course of medication.
2. Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

We recognise that medical conditions may impact social and emotional development as well as having educational implications. Our school will build relationships with healthcare professionals and other agencies in order to support effectively pupils with medical conditions.

ROLES AND RESPONSIBILITIES

The named person responsible for children with medical conditions is Lindsay Trail.

This person is responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff



- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessments for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans [IHP]
- Working together with parents, pupils, healthcare professionals and other agencies

The Governing Body is responsible for:

- The determination of the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Principal is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured
- Teachers and Support Staff are responsible for: the “day to day “management of the medical conditions of children they work with, in line with training received and as set out in IHP.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff that will be covering their role where the need for supply staff is known in advance.

PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

The named person will liaise with relevant individuals, including, as appropriate, parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child



Where appropriate, an Individual Healthcare Plan will be drawn up [IHP]



The detailed process in diagrammatic form for developing individual healthcare plans is shown above.



INDIVIDUALS

Key Personnel

The designated person with overall responsibility to implement this policy is:

Mrs Lindsay Trail, Principal

This person will also ensure that staff is appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is:

TBC

HEALTHCARE PLANS (IHP)

An IHP will be written for pupils with a medical condition that is long term and perhaps complex. It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity.

Where a child has SEN but does not have a statement or EHCP plan, their special educational needs will be mentioned in their IHP. IHPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

ADMINISTERING MEDICINES

Written consent from parents must be received before administering any medicine to a child at school. Medicines will only be accepted for administration if they are:



- Prescribed
- In-date
- Labelled
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

Medicines should be stored safely. Children should know where their medicines are at all times but should be kept out of reach. Written records will be kept of all medicines administered to children.

ACTION IN EMERGENCIES

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; **Castleward Spencer Academy, Carrington Street, Derby**
4. state what the postcode; DE1 2 LY
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 telephone



ACTIVITIES BEYOND THE USUAL CURRICULUM

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum. When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

1. preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
2. assuming that every child with the same condition requires the same treatment
3. ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
4. sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
5. if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
6. penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
7. preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
8. requiring parents or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
9. preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g.



by requiring parents to accompany the child.

COMPLAINTS

An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance

If the issue is not resolved, a formal complaint may be made, following the complaints procedure as set out in Complaints procedure.

KEY ROLES AND RESPONSIBILITIES

The Spencer Academies Trust is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the School's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.



- Ensuring that relevant training provided by the Trust and external agencies is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Principal is responsible for:

The day-to-day implementation and management of this policy:

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff that need to know are aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring there are sufficient trained members of staff available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.



- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an [Individual Healthcare Plan](#) (IHP) for their child in collaboration with the Principal, other staff members and healthcare professionals.

Training of staff

Teachers and support staff will receive training on the supporting pupils with medical conditions, as part of their new starter induction. Teachers and support staff will receive regular and on-going training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the following training:



- In house staff meetings on medical policy / IHP / meetings with healthcare practitioners.
- IHASCO training
- EpiPen Training
- Any other training deemed necessary.

The clinical lead for this training is Lindsay Trail.

* No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

*No staff member may administer drugs by injection unless they have received training in this responsibility. The Principal will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The role of the child

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans (IHPs)

Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Principal, Special Educational Needs Coordinator (SENCO) and medical professionals. IHPs will be easily accessible whilst preserving confidentiality.



IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the Trust and education provider to ensure that the IHP identifies the support the child needs to reintegrate.

Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines that do not meet these criteria will not be administered. A maximum of an academic year supply of the medication may be provided to the school at one time. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence that will be dealt with accordingly. Medications will be stored in the Medical Room cupboard in a locked box. Each child's medication is clearly labelled.



Any medications left over at the end of the course will be returned to the child's parents. Written records will be kept of any medication administered to children. Castleward Spencer, cannot be held responsible for side effects that occur when medication is taken correctly.



APPENDICIES

Individual Healthcare Plan

Parental Agreement for school to administer medicine

Record of medicine administered to an individual child

Model letter inviting parents to contribute to individual health care plan development



An individual healthcare plan (IHP)

Name of school/setting

Castleward Spencer Academy

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 school

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 school visits/trips etc.

Other information

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



Parental agreement for school to administer medicine

The school 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.

Name of school/setting	Castleward Spencer Academy
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing and number of days	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Name of member of staff in charge of giving medicine [usually class teacher / TA]	
Parent signature	



Developing an Individual Healthcare Plan for your child

Dear

A central requirement of Castleward Spencer medical 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 school, 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 judgments 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.

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,

Mrs Trail
Principal



Developing an Individual Health Care Plan for your child

Dear

A central requirement of Castleward Spencer's medical 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 school, parents, pupils, and the relevant healthcare professional who can advise on your child's case.

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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,

Mrs Trail

Principal