



Woodston Primary School

Procedures for Managing Medication in school

1.0 AIMS

- 1.1 Woodston Primary School is an inclusive community that supports and welcomes pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities as other pupils. No child will be prevented from joining our school because arrangements for their medical condition have not been made. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported in school, so that they can play a full and activities role in school life, remain healthy and achieve their academic potential.
- 1.2 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.
 - All staff feel confident in knowing what to do in an emergency.
- 1.3 The Governing Body will implement this policy by:
- Making sure sufficient staff are suitable 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 and other relevant visiting adults, where appropriate, with appropriate information about the policy and relevant pupils.
 - Developing and monitoring Allergy Action plans, Individual Health Care Plans (IHCPs) and Asthma cards.

2.0 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 on Governing bodies to make arrangements for supporting pupils at this school with medical conditions.

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

3.0 ROLE AND RESPONSIBILITIES

3.1 GOVERNING BODY

The Governing Body will:

- Ensure that children can access and enjoy the same opportunities at school as other children.
- Focus on the needs of the individual child and how their medical condition impacts on their school life.
- Ensure arrangements engender confidence for Parents and Pupils.
- Develop a school policy- reviewing it regularly and make it accessible to Staff and Parents.
- Ensure that the school policy and processes for medical condition management does not negatively impact on the child's ability to learn.
- Ensure that school policy and process promote confidence and self-care.
- Ensure staff are trained properly to provide the support pupils need.
- Ensure the function of Allergy Action Plans, Individual Health Care Plans and Asthma Care Cards meet the pupils need.
- Ensure that school insurance covers all situations.

3.2 **HEADTEACHER**

The Headteacher will:

- Make sure all Staff are aware of this policy and understand their role in its implementation.
- Ensure that there is sufficient number of trained staff available to implement this policy and deliver against all Allergy Action Plans, individual Health Care Plans and Asthma Care Cards, including contingency and emergency situations.
- Take overall responsibility for the development of IHCPs.
- 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 pupils 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.
- Authorise staff to administer medication.

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

3.4 **PARENTS/CARERS**

Parents/Carers 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 IHCP (if required) and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicine and equipment.
- Give written permission for staff to administer medication.

- Provide in date, prescribed medicines for the school to use (all medication must have a pharmacy label with the child's name clearly written on it).
- Provide contact details for themselves or a nominated adult at all times.
- Allow information sharing between the school and healthcare providers.

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 IHCPs. They are also expected to comply with their IHCPs.

3.6 SCHOOL NURSES AND OTHER HEALTHCARE PROFESSIONALS

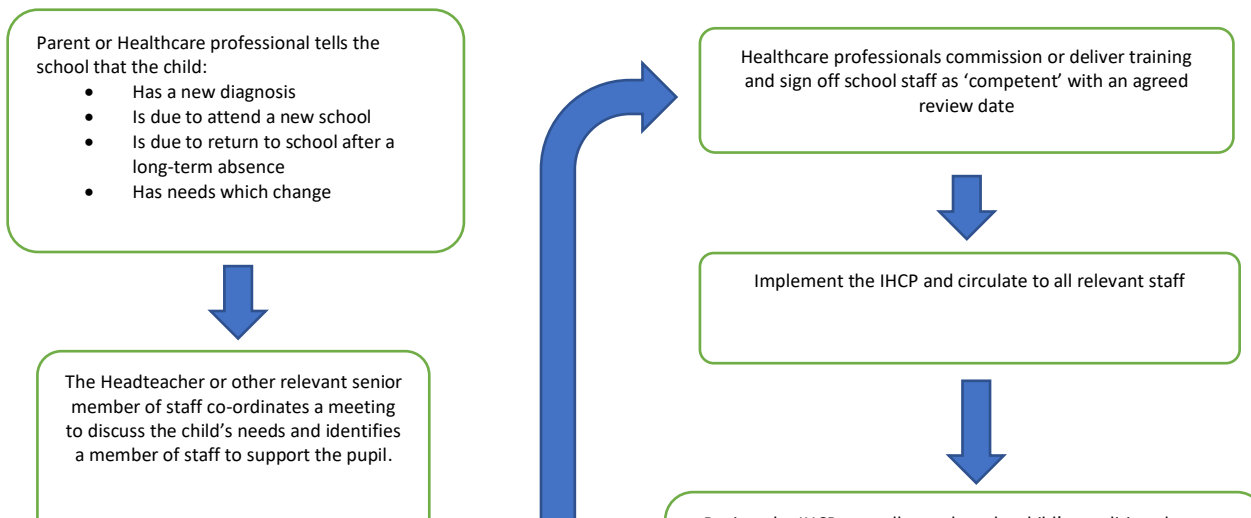
Our School Nursing Service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the School Nurses and notify of them of any pupils identified as having a medical conditions.

School Nurses will support staff on implementing a child's IHCP (advice and liaison) and compile Allergy Action Plans on behalf of the school.

4.0 NOTIFICATION THAT A CHILD HAS A MEDICAL CONDITION

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 a IHCP.



5.0 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

5.1 The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. However, this has been delegated to Laura Hurrell (SENCo).

5.2 IHCPs will be reviewed at least annually, or earlier if the pupil's needs have changed.

IHCPs will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;

- when;
- by whom.

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

- 5.3 IHCPs will be drawn up in partnership with the school, Parents and a relevant healthcare professionals, such as the School nurse, specialist or pediatrician, who can best advise on the pupil's specific needs. The pupils will be involved wherever appropriate.
- 5.4 Where appropriate, IHCPs will be linked to or become part of any Education, Health Care Plan (EHCP). If a pupil has SEN but does not have a EHCP, the SEND will be mentioned in the IHCP.
- 5.5 The level of detail in the IHCP will depend on the complexity of the child's condition and how much support is needed. The Governing Body and SENCo will consider the following when deciding what information to record on the IHCP:
- The medical condition, its triggers, signs, symptoms and treatments.
 - 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.
 - Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support n catching up with lessons, counselling sessions.
 - The level of support needed including in emergencies.
 - 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 he pupil's condition and the support required.
 - Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff.
 - Separate arrangements or procedures required for school trips or other school activities outside normal school hours, 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.

6.0 EQUAL OPPORTUNITIES

- 6.1 Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so.
- 6.2 The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

6.3 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.

7.0 MANAGING MEDICINES

- 7.1 Only **prescription medicines** will be administered in school. If a child has a confirmed allergy the school will make an exception and will hold anti-histamine medication e.g. Piriton, following guidance from the School Nursing Service.
- 7.2 The school will only accept prescribed medicines that are:
- In date;
 - labelled (with the pupil's name clearly noted);
 - provided in the original Container, as dispensed by the pharmacist and include instructions for administration, dosage and storage;
 - require administration at least 4 times within a 24 hours period.
- 7.3 All inhalers (including spacers), adrenaline (e.g. EpiPens) and blood glucose testing meters are always ready available in classrooms in the red medical bags. These are located on the sink in the wet area
- 7.4 All other medication will be held in the locked wall mounted cupboard (at the Key Stage 1 First Aid Station) or in the lockable clear box in the fridge located in the staffroom.
- 7.5 Medicines will be returned to Parents/Carers to arrange for safe disposal when no longer required.
- 7.6 School holds an emergency inhaler and spacer. This is stored in the lockable cupboard at the Key Stage 1 First Aid Station. Parents/Carers have signed the Asthma Card to advise they are happy for school to use this in a emergency.

8.0 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 All controlled drugs are kept in a secure cupboard in the Headteacher's office and only named staff have access. These can still be easily accessible in an emergency and a record of any does used and the amount held will be kept.

9.0 UNACCEPTABLE PRACTICE

- 9.1 It is generally not acceptable to:
- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
 - Assume that every pupil with the same condition requires the same treatment.
 - Ignore the views of pupils for 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 IHCPs.

- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable.
- Penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks when they need to , in order to manage their medical condition effectively.
- Require parents, or otherwise made them feel obliged to attend to school to administer medication or provide medical support to their pupil.
- Prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life, including school trips.
- Administer medicine in school toilets.

10.0 EMERGENCY PROCEDURES

- 10.1 Staff will follow the school's emergency procedures (Call 999).
- 10.2 All pupils who have an Allergy Action Plan, IHCP or Asthma card will clearly set out what constitutes an emergency and will explain what to do.
- 10.3 IF a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to the hospital by ambulance.

11.0 TRAINING

- 11.1 Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- 11.2 The training will be identified during the development or review of IHCP and Allergy Action Plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- 11.3 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree with this with the Headteacher or person responsible.
- 11.4 All teaching and support staff will receive annual Epipen and Asthma training, either face-to-face or online.
- 11.5 Training will be kept up-to-date and will:
- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
 - Fulfil the requirements in the plans.
 - Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 11.6 Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 11.7 All staff will receive training so they are aware of this policy and understand their role in implementing it, for example, with preventive and emergency measures so they can recognize and act quickly when a problem occurs.
- 11.8 All staff will receive a copy of these procedures electronically and will be required to confirm they have read this (via My Concern portal).

12.0 **RECORD KEEPING**

- 12.1 Parents/Carers at Woodston Primary School will be asked if their child has any medical conditions on the admissions form.
- 12.2 Parents/Carers will be informed if their pupil has been unwell at school.
- 12.3 IHCPs, Allergy Action Plans and Asthma Care cards are kept in a readily accessible place which all staff are aware of.
- 12.4 The Governing Body will ensure that written records are kept of all medicine administered to pupils. This includes dose, time date and supervising staff.
- 12.5 Woodston Primary School makes sure that the pupil's confidentiality is protected.
- 12.6 Woodston Primary School seeks permission from Parents/Carers before sharing medical information with any other party.
- 12.7 Parents/Carers will need to sign at the end of each day on the pupil's record to confirm they have been advised of what medication has been administered.
- 12.8 All medication is administered and witnessed by another member of staff. Both members of staff will sign the medication record form.

13.0 **LIABILITY AND INDEMNITY**

- 13.1 the Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The details of this insurance can be found in the school office.
- 13.2 Our insurance policy will provide liability cover relating to the administration of medication.

14.0 **COMPLAINTS**

- 14.1 Parents/Carers with a complaint about their child's medical condition should discuss these directly with the Headteacher or member of the Senior Leadership Team in the first instance. If this member of staff is unable to resolve the matter

they will direct the Parents/Carers to the school's complaint procedure.

15.0 **MONITORING ARRANGEMENTS**

- 15.1 This document will be received, evaluated, updated and approved by the Governing body every two years.

16.0 **LINKS TO OTHER POLICIES**

16.1 This policy links to the following policies:

- Accessibility plan
- Complaints
- Safeguarding
- Special Education Needs Information report and policy