



# THE ADMINISTRATION OF MEDICINES AND SUPPORTING PUPILS WITH MEDICAL NEEDS

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## Introduction

The Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and well-being. We are a growing family of like-minded schools that offer a values based education to the communities we serve and welcome staff, workers, students, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, students, parents/carers, volunteers and visitors.

We are a values based Trust, which means all actions are guided by our six 'Es' as follows:

- **Ethical** – 'Doing the right thing'
- **Excellence** – 'Outstanding quality'
- **Equity** – 'Fairness and social justice'
- **Empathy** – 'Caring for others'
- **Evolution** – 'Continuous change'
- **Endurance** – 'Working hard and not giving up'

This policy is based on the value of 'Equity'

## Policy Statement

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The Principal will ensure that arrangements are in place to support pupils at school with medical conditions.

The Principal should ensure that arrangements are in place to consult health professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The arrangements for supporting pupils with medical needs are detailed in the attached "Organisation and Arrangements" section.

This policy is written within the context of the DFE statutory guidance Supporting Pupils at School with Medical Needs 2014.

The term parent/s in this policy applies to parents, carers, guardians and any person/body with legal responsibility for a child. The Trust will seek parents' written agreement about sharing information about their child's needs, where information needs to be shared outside the Trust. However, in cases of confidentiality, the Health & Safety of the child must take precedence.

The Trust will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than the Date of Next Review as indicated on the cover sheet.

## Organisation and Arrangements

1. Managing medicines during the school day
2. Managing medicines on school trips
3. Roles and responsibilities of staff supervising the administration of medicines
4. Children's medical needs – Parental responsibilities
5. Parents' written agreement
6. Supporting children with complex or long-term health needs
7. Children taking and carrying their own medicines
8. Guidance to staff
9. Record keeping
10. Storing medicines
11. Emergency procedures
12. Individual Care Plans and risk assessment procedures
13. Appendices

## **Managing medicines during the academy day**

Prescription medicines should only be taken during the school day when essential. **They must be in the original container including the prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of academy hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

Medicines fall into two types:

- a) Prescription medicines and b) Non-prescription medicines

### *a) Prescription*

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions.
- If agreed with the parents the academy may look after the drug on behalf of the child
- The academy will keep the drug safely locked up with access only by named staff and record keeping for audit and safety
- Prescription drugs will be returned to the parent when no longer required
- Ritalin, a prescription drug known as a 'controlled drug', needs to be kept in a secure environment e.g. a cupboard attached to a structural wall.

### *b) Non-prescription*

- Paracetamol can only be given to children when parents have given written permission.
- The academy staff will never give aspirin or ibuprofen unless prescribed by a Doctor.

- Permission for the administration of non-prescription medicines (e.g. paracetamol) can be included in the school admission forms.

## **Managing medicines on academy trips**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific risk assessment that takes into account any individual's needs. If necessary, an additional risk assessment and a care plan will be drawn up considering parental and medical advice. This will allow reasonable adjustments to be made. For overseas trips, individual care plans should be translated into the language of the country visited.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (if drawn up) will be taken by the responsible person.

## **Home to academy transport**

If a pupil's care plan describes emergency procedures, which might occur, on the journey to and from the academy, then the escorts will be trained to carry out the duties and the care plan will be carried on the vehicle.

## **PE / Sports**

Any restrictions to PE / Sports activities must be noted in the care plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them.

## **Roles and responsibilities of staff managing or supervising the administration of medicines**

Each academy acknowledges the common law 'Duty of Care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

The academy will seek advice and guidance from the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening, all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service or other appropriate health professionals will be given to staff who agree to accept responsibility, as delegated by the Principal, for administering medicines and carrying out procedures.

The academy will ensure that when all planning to manage a condition has taken place, the school's insurer has confirmed its employees are covered.

The Principal is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness-raising training
- Ensuring all relevant information about pupil needs is shared
- Liaising with parents about the agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

Teaching and support staff should:

- Be aware of emergency plans where children have life-threatening conditions and

- Receive appropriate documented training and support from health professionals, where they are willing to administer medicines.

## **Children's medical needs – parental responsibilities**

An academy will liaise closely with parents, carers or those who hold this responsibility so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the academy and parents, and agreed with the advice of health professionals.

The academy will seek parents' written agreement about sharing information on their children's needs where information needs to be shared outside of the academy. However, in cases of emergency, the health and safety needs of the child and the people affected must take precedence.

If a child refuses to take medication, academy staff should not force them to do so. The academy should inform the child's parents as a matter of urgency. If necessary, the academy should call emergency services.

Parents should provide the academy with information about their child's condition and be part of the health care plan arrangements: in all cases, parents know their child best. They should sign the appropriate agreement forms for the administration of medicines. The Principal will seek their agreement before passing information to other academy staff.

## **Parents' written agreement**

The written agreement form provided by the academy is to be completed and signed by the parents for the administration of the care plan and medicines to their child.

It is the responsibility of parents to ensure that medicines sent to the academy are 'in date'. All medicines must be collected by parents when requested to do so. If new supplies are needed it is the responsibility of the parents to supply medication as required.

No prescription or non-prescription medicines will be given without the parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases every effort should be made to encourage the child to involve their parents while respecting their right to confidentiality.

## **Supporting children with complex or long-term health needs**

The academy will aim to minimise any disruption to the child's education as far as possible, calling on any external professional agencies and services for support and advice as needed, on the impact on learning and support strategies.

The academy will carry out a risk assessment and a care plan, with the agreement of parents and advice from professionals.

The academy will call on the Schools Nursing Service to deliver advice and support and receive appropriate documented training on medical procedures.

Where academy staff carry out monitoring (e.g. glucose monitoring), records will be kept with parents and specialist nurses' advice.

## **Children taking and carrying their own medicines**

In specific cases secondary age children may legally carry their own prescription drug (e.g. insulin or epipens).

When administered by staff, drugs will be kept in a locked secure place and only named staff will have access. When drugs are administered, the school will keep records.

Epipens will be kept in an unlocked cupboard in a secure area.

Asthma medication is kept in an accessible but secure area. It must be taken on academy trips.

## **Guidance to staff**

The academy will arrange and facilitate staff training for children with complex health needs, calling on:

The School Nursing Service, Paediatric Diabetes and Paediatric Epilepsy Nurse Specialists, The Health Needs Education Service and The Specialist Teaching Service (about potential impact of medical/physical conditions and the implications on teaching and learning).

## **Record keeping**

The academy has developed a range of forms to fit most medical needs. These can be amended to fit individual circumstances with the advice of relevant nursing staff and health professionals.

The forms are listed as appendices to this policy:

## **Storing medicines**

The academy will keep medicines in a locked secure place, (not asthma pumps or epipens) with access only by named staff. Where refrigeration is needed, a 'medical fridge' will be provided.

## **Emergency procedures**

The academy will agree any procedures with parents and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

## **Individual Care Plans and risk assessment procedures**

Where a pupil has a complex health need or requires long term medication, risk assessments and care plans will be drawn up and signed by parents, school staff and health professionals as needed. Risk assessments will be created within the SEN Module of the European Education Consultants Health and Safety Management Suite (<https://www.eeclive.co.uk/>) and copied to all relevant persons as needed.

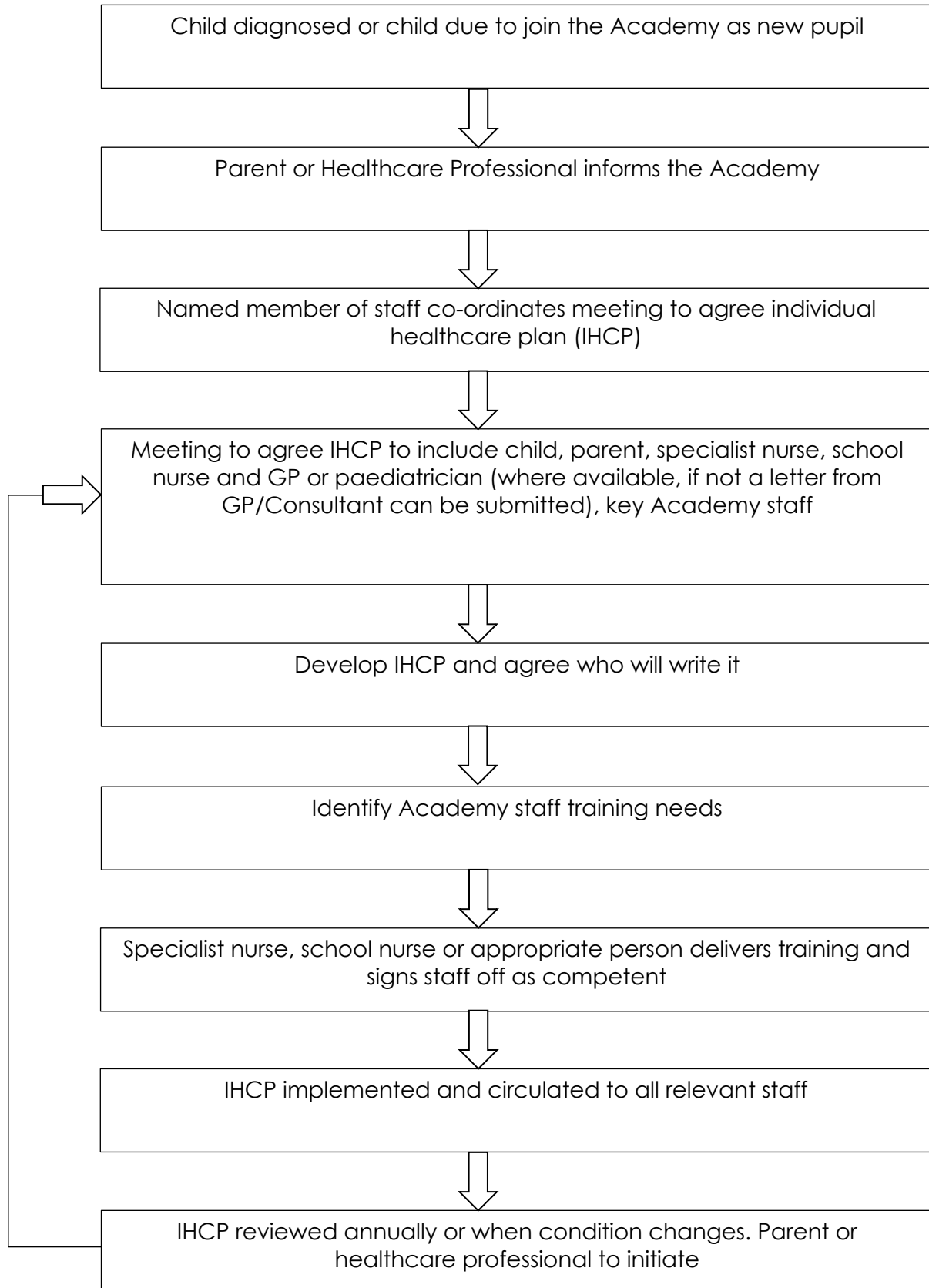
## **Appendices**

1. Individual Health Care Plan Process
2. Letter to parent about Individual Health Care Plan
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8. Letter to parent about collection and replacement of medicine



## Appendix 1

### Individual Health Care Plan Process



## Appendix 2

Name

Date:

Address Line 1

Reference:

Address Line 2

Address Line 3

Postcode

Dear Parent

### Developing an Individual Health Care 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 at the academy 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 **[date]**. 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. Contact details are listed below.

Yours sincerely

[contact details]

## Appendix 3



## Parental Agreement for St Hilary School to Administer Medicine

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

Date for review to be initiated by

Name of child

Date of birth

Year Group/Tutorial Group

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: Prescribed 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

Name:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Hilary staff administering medicine in accordance with the Academy's policy. 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.

In addition I acknowledge that it is my responsibility to ensure medication is in-date and to collect and if necessary replace any expired medication.

Signature(s)

Date

## Appendix 4



### Individual Healthcare Plan

Child's name

Year Group/Tutorial Group

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)

E-mail


### 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 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

Name:

Name:

Name:

Staff training needed/undertaken – who, what, when

--

Form copied to

--



## Appendix 5



### Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Year/Tutor Group	
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


**Record of medicine administered to an individual child (Continued)**

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

Staff initials

Date

Time given

Dose given

Name of member of  
staff

Staff initials

## Appendix 6

**ACADEMY NAME** - Record of Medicine Administered to all Children

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name
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## Appendix 7



### Staff Training Record – Administration of Medicines

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 on or before **[date]**.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

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

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 8

Name

Date:

Address Line 1

Reference:

Address Line 2

Address Line 3

Postcode

Dear Parent

### Collection and replacement of medication

Your child has medication stored at the Academy. If medication becomes out of date you will need to replace it and collect the expired medication for disposal.

Please keep a record of the medication expiry date and exchange it when needed to ensure it is available should your child require it.

If your child uses an Epi-Pen auto-injector you can register for a free expiry alert here: <http://www.epipen.co.uk/patient/expiry-alert-service/>

Medication must be delivered in the original packaging as dispensed with the pupil's name, dosage instructions and expiry date. Please report to Reception and ask for Mrs V Laity or Mrs D Whipp; they will check and receive the items.

Please bring this letter with you where it will be signed and a copy given to you, thank-you.

Yours sincerely

Name of pupil:	Tutor Group:
Medication:	Expiry Date:
Delivered:	Collected:
Signed: (parent/carer)	Signed: (staff member)