

# Supporting Students with Medical Conditions and Administration of Medicines Policy

March 2024

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## **1. Policy Statement**

- 1.1 Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of this Academy to make arrangements for supporting students at their premises with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and the Academy will have regard to this guidance when meeting this requirement.
- 1.2 The Academy will endeavour to ensure that students with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all students with medical conditions, in terms of both their physical and mental health, are properly supported in the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.
- 1.3 It is the Academy's policy to ensure that all medical information will be treated confidentially by the Headteacher and staff.
- 1.4 Where students have a disability, the requirement of the Equality Act 2010 will apply.
- 1.5 Where students have an identified special need, the SEN Code of Practice will apply.
- 1.6 The Academy recognises that medical conditions may impact social and emotional development as well as having educational implications.

## **2. Roles and Responsibilities**

- 2.1 The Headteacher has overall responsibility for the health and safety of all students in the Academy.
- 2.2 The Deputy Headteacher is responsible for ensuring students are supported with their medical needs whilst on site and for the storage of medicines.
- 2.3 The Head of Student Support Services is responsible for the implementation of the policy, for initiating, monitoring and reviewing Care plans, for the storage and dispensation of medicines and for record keeping.
- 2.4 All staff have a duty of care to follow and co-operate with the requirements of this policy.
- 2.5 Parents have overall responsibility for the administration of medicines.

## **3. Identifying Students with Health Conditions**

- 3.1 The Academy will aim to identify students with medical needs on entry to the Academy by working in partnership with parents/carers and their previous school. All medical information regarding the student will be recorded, entered on the medical register, appropriate staff informed and a Care plan put in place if needed. This will all be in place prior to the student commencing at the Academy.
- 3.2 Where a formal diagnosis is awaited or is unclear, the Academy will implement arrangements to support the student, based on the current evidence available for their condition.

## **4. Individual Healthcare Plans**

- 4.1 The Academy recognises that Individual Care Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all students will require one. The Academy, healthcare professional and parent will agree based on evidence when a Care plan would be inappropriate or disproportionate.
- 4.2 Where students require an individual Care plan it will be the responsibility of the Head of Student Support Services to work with parents and relevant healthcare professionals to write the plan.
- 4.3 A Care plan (and its review) may be initiated in consultation with the parent/carer, by a member of Academy staff or by a healthcare professional involved in providing care to the student. The Head of Student Support Services will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the student to draw up and/or review the plan. Where a student has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual Care plan will be linked to or become part of that statement or EHC plan.
- 4.4 The Academy's individual Care plan template or a template advised by professionals involved with the student will be used.
- 4.5 If a student is returning following a period of hospital education or alternative provision (including home tuition), the Academy will work with the education provider (if involved) to ensure that the individual re-integration plan identifies the support the student will need to reintegrate effectively.
- 4.6 Individual Care plans are reviewed annually by the Head of Student Support Services, professionals involved with the student and the parents. Contact numbers are checked termly. The plans are reviewed earlier at the request of a parent, professional or if there are changes to the condition or treatment.

## **5. Staff Training**

- 5.1. All new staff will be inducted on the policy when they join the Academy through a meeting with the Deputy Headteacher. Records of this training will be kept by the Health and Safety Co-ordinator.
- 5.2. All Heads of Department have copies of care plans in their office.
- 5.3. Any member of staff providing support to a student with medical needs will receive suitable training. This will have been identified during the development or review of individual Care plans. As some staff may already have some knowledge of the support needed by a student with a medical condition extensive training may not be required. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- 5.4. Where required the Academy will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and have confidence in their ability to support students with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

- 5.5. A 'Staff training record' form (Appendix 4) will be completed to document the type of training undertaken by members of staff providing support to students with medical needs which will be kept by the Head of Student Services.

## **6. The Student's Role**

- 6.1. Where possible and in discussion with parents, students that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual Care plan. The Care plan will reference what will happen should a student who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).
- 6.2. Where possible the Academy will ensure that students can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. The appropriate level of supervision required will be agreed with the relevant healthcare professionals/parent and documented in their healthcare plan.
- 6.3. Students carrying their own medication will have a permission to carry medication form signed by parent/carer and kept on file in Student Support Services

## **7. Managing Medicines on School Premises**

- 7.1 The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible the Academy will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring students are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a student's health or school attendance not to do so.
- 7.2 The Academy will not give prescription or non-prescription medicines to a student under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this). (Appendix 1)
- 7.3 The Academy has a documented tracking system to record all medicines received in and out of the premises. (Appendix 2)
- 7.4 The name of the student, dose, expiry and shelf life dates are checked before medicines are administered.
- 7.5 On occasions where a student refuses to take their medication the parents will be informed at the earliest available opportunity.
- 7.6 The Academy will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- 7.7 Students who are able to use their own inhalers themselves are encouraged to carry it with them. If the student is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the student's name.
- 7.8 Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. The Academy will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a student to administer their own controlled medication. This would normally be at the advice

of a medical practitioner. Where an individual student is competent to do so and following a risk assessment, the Academy may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

- 7.9 Non-prescribed medicines will only be administered on request from the parent if they are in clearly identifiable packaging and only on a short-term basis (Where the Academy have concerns they will seek further guidance from their link School Nurse).
- 7.10 It is our policy to give age appropriate doses of paracetamol to secondary age children as described on the packet, if written consent from the parents has been received and medication provided. The Academy will check that they have not previously taken any medication containing paracetamol within the preceding 4 hours and only give one dose.
- 7.11 Aspirin will not be administered to any child under 16 years old unless prescribed by a doctor.
- 7.12 Ibuprofen will not be administered to any child under 12 years old unless prescribed by a doctor
- 7.13 All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. Parental consent will always be needed.
- 7.14 Any homeopathic remedies to be administered will require a letter of consent from the student's doctor and will be administered at the discretion of the Headteacher.
- 7.15 Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.
- 7.16 Types of emergency medicines include:
  - Injections of adrenaline for acute allergic reactions
  - Inhalers for asthmatics
  - Injections of Glucagon for diabetic hypoglycaemia
- 7.17 Other emergency medication i.e. rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

## **8. Storage**

- 8.1 All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.
- 8.2 Where medicines need to be refrigerated, they will be stored in a dedicated locked refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.
- 8.3 Students will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.
- 8.4 Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away. We will also ensure that they are readily available when outside of the Academy premises or on school trips.
- 8.5 Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

## **9. Disposal**

- 9.1 It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.
- 9.2 Sharps boxes will be in place for the disposal of needles.

## **10. Medical Accommodation**

- 10.1 The Medical Zone in Student Support Services will be used for all medical administration/treatment purposes. The room will be made available when required.

## **11. Record Keeping**

- 11.1 A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

## **12. Emergency Procedures**

- 12.1 Where a student has an individual Care plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. The Academy will ensure that other students know what to do in the event of an emergency i.e. to inform a teacher immediately if they are concerned about the health of another student.
- 12.2 Where a student is required to be taken to hospital, a member of staff will stay with the student until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

## **13. Home to School Transport**

- 13.1 The Head of Student Services is responsible for informing the minibus driver about student's individual healthcare plans where applicable. The taxi company would only be informed with parental consent.

## **14. Day Trips/Off Site Activities**

- 14.1 The Academy will ensure that teachers are aware of how a student's medical condition will impact on their participation in any off-site activity or day trip, but will ensure that there is enough flexibility for all students to participate according to their own abilities within reasonable adjustments.
- 14.2 The Academy will consider what reasonable adjustments might be made to enable students with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. The Academy will consult with parents and students and take advice from the relevant healthcare professional to ensure that students can participate safely.

## **15. Unacceptable Practice**

- 15.1 Staff are expected to use their discretion and judge each student's individual Care plan on its merits, it is not generally acceptable practice to:

- 15.1.1 Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- 15.1.2 Assume that every student with the same condition requires the same treatment;
- 15.1.3 Ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged);
- 15.1.4 Send students with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their individual Care plans;
- 15.1.5 If the student becomes ill, send them to the school office or medical Zone unaccompanied or with someone unsuitable;
- 15.1.6 Penalise students for their attendance record if their absences are related to their medical condition, e.g. Hospital appointments. The Academy will require medical evidence to back up appointments;
- 15.1.7 Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- 15.1.8 Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child. No parent should have to give up working because the school is failing to support their child's medical needs; or
- 15.1.9 Prevent students from participating, or create unnecessary barriers to students participating in any aspect of Academy life, including school trips e.g. by requiring parents to accompany the student.

## 16. **Liability and Indemnity**

- 16.1 The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- 16.2 The insurance covers basic procedures for prescribed medicines where training has been received by members of staff involved in the administration. In the case of non-prescribed medication members of staff are required to follow the instructions for administration.

## 17. **Complaints**

- 17.1 Should parents or students be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Academy's complaints procedure.

## Appendix 1: Parental Consent Form for Administration of Medicines

The Academy will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of school

Name of child

Date of birth

Group/class/form

Medical condition or illness

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|--|
|  |
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|  |
|  |

### 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 needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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|  |

**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 Academy staff administering medicine in accordance with the Academy 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.

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

Date \_\_\_\_\_



## Appendix 2: Record of Medicine Administered to an Individual Student

|                                  |  |
|----------------------------------|--|
| Name of school                   |  |
| Name of student                  |  |
| 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          |  |  |  |

## Appendix 2: Record of Medicine Administered to an Individual Student (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 3: Record of Medicine Administered to all Students

Name of school

\_\_\_\_\_

Date

Student's name

Time

Name of medicine

Dose given

Any reactions

Signature  
of staff

Print name

[illegible]

## Appendix 4: Staff Training Record – Administration of Medicines

Name of school

Name

Type of training received

Date of training completed

Training provided by

Profession and title

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|  |

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 \_\_\_\_\_