



Supporting Pupils with Medical Conditions

Inc. Administration of Medication & Children Who Cannot Attend School Due to Health Conditions

Date	Review Date	Coordinator	Nominated Governor
June 2020	June 2021	Joe Creswick	Teaching & Learning Committee

Introduction

Ivel Valley School educates many pupils who have medical conditions. Some pupils require daily treatment and care from education or NHS staff. This can include the administration of medication.

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 also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Aims

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.

Role of the Governing Body

The Governing Body has:

- appointed two members of staff to be the Coordinators for Health and Safety;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Principal

The Principal will:

- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- inform parents of the school policy via the school website.

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or EpiPens.



Role of Parents / Carers

Parents / carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container including the prescription label;
- sufficient medicine for the dosage to be given in school;
- a signed copy of their child's care plan where appropriate.

Staff Training and Responsibilities

The Principal is responsible for ensuring that sufficient staff are suitably trained. This training is organised and monitored by the Vice Principal in conjunction with NHS staff.

Information about pupils' medical conditions are held on the school's Management Information System, and in their classrooms (in a class file). All care plans are held by both the nursing staff and in classrooms. Distribution of these care plans is organised and managed by the Vice Principal.

Ivel Valley School expects that all staff familiarise themselves with the medical conditions of the children they are working with. This includes any staff who may be providing cover or supply.

The Assistant Principals will ensure that pupils are supported by staff who are familiar with their medical needs/condition when arranging cover. Any class based staff who identify a problem with cover will raise this with a member of the Senior Leadership Team immediately.

Medication will be administered to pupils by suitably trained staff who will abide by the 'Ivel Valley School Administration of Medication Procedure' (see Appendix 1).

Inclusion

Individual risk assessments will be carried out for pupils with medical conditions in relation to any educational activity that could either affect their condition or cause them to have limited access. Risk assessments will be conducted to ensure that pupils are able to participate in as many educational activities as possible.

Ivel Valley School maintains due regard to the protected characteristics defined under the Equality Act 2010 and will ensure that all reasonable adjustments are made in order to ensure that pupils are included.

Ivel Valley School recognises its obligations under the Public Sector Equality Duty.

Individual Healthcare Plans

Individual Healthcare Plans are overseen by the Vice Principal in collaboration with the school nursing team. These Individual Healthcare Plans are maintained and monitored for effectiveness by the Vice Principal and the NHS staff, including school nurses, community paediatrician, CAMHS, Children's Services, etc.



Administration of Medication

Introduction

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided for any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines such as Paracetamol will only be administered by staff on the rare occasion and only after consultation with the parent / carer and the school nurse or in their absence, a member of the SLT.

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have written consent from a parent/carer

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- undertake appropriate training;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or EpiPens.

Role of Parents / Carers

Parents / carers must provide:

- written permission by completing the Medication Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container including the prescription label;
- sufficient medicine for the dosage to be given in school.

Administration of Prescribed Medicines

No member of staff who has not undertaken training is permitted to administer medication in any form.

The school will only accept prescribed medicines that are:

- In-date;
- Labelled (including the original prescription label);
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.



The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Members of the school personnel who have volunteered to administer or supervise the taking of medication and have undertaken training will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal;
- No medication to be prepared / given unless two trained people are present (with the exception of certain bulking agents/dietary supplements by prior agreement with a member of a member of the SLT);
- Only one pupil's medication at a time is to be prepared / given;
- Pupils must not go into the medical room on either site whilst medication is being prepared;
- If a medication error occurs, the Principal must immediately be informed (not school nurses). They will then decide the action to be taken and will contact the school nursing team as necessary.

Medication Record

The following information must be supplied by the parent/carer:

- Name and date of birth of the child;
- Name and contact details of the parent/carer;
- Name and contact details of GP;
- Name of medicines;
- Details of prescribed dosage;
- Date and time of last dosage given;
- Consent given by parent/carer for staff to administer medication;
- Expiry date of medication;
- Storage details.

Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs will be stored securely unless required in an emergency, in which case the storage of these drugs will be subject to an individual risk assessment and subsequent control measures.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.



Storage

All medications will be kept in a secure place and accessible only to the designated persons. A secure fridge will be used for medications that need to be kept cool. Pupils will be informed about where their medicines are at all times and be able to access them immediately if appropriate. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Disposal

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Educational Visits

On educational visits a designated person will be appointed in order to administer medications.

Sporting Activities

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Non-prescription Medication

Paracetamol will be available if required (for example, for pain relief). Anyone giving a pupil paracetamol will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

No other non-prescription medication will be administered by school staff, unless agreed by the Senior Leadership Team and/or school nursing team.

Pupils Managing their own Needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but 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 the pupil or 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 IHPs;



- If the pupil becomes ill, send them to the school office or medical room 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 or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child;
- Administer, or ask pupils to administer, medicine in school toilets.



Appendix 2

Children with Health Needs who Cannot Attend School

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

The school will use its best endeavours to deliver the provision set out in the pupil's Education, Health and Care Plan whilst they are unable to attend school. However, the school recognises that it will be limited in its ability to deliver all areas of a pupil's provision outside of school.

Responsibility for making and monitoring these arrangements this falls to the Assistant Principal for the respective area of the school. They will:

- liaise with hospital schools and tutors where relevant;
- create plan for the delivery of education provision outside school;
- consult with parents/carers and pupils about the education arrangements;
- review plans on a two-weekly basis;
- records reviews and decisions on CPOMS;
- create an individually tailored reintegration plan.

Reintegration of pupils into school will be planned and managed by the Assistant Principal on a case by case basis.

If the school can't make suitable arrangements, Central Bedfordshire Council will become responsible for arranging suitable education for these children. These cases will be raised with the Local Authority by the Principal.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully

When reintegration is anticipated, work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made