



## **Supporting Pupils with Medical Conditions**

### **Policy and Procedures**

***Inc. administration of medication and children who cannot attend school due to health conditions***

<b>Date</b>	<b>April 2023</b>
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<b>Approval date</b>	<b>April 2023</b>
<b>Review date</b>	<b>April 2024</b>

## Introduction

Ivel Valley School & College (IVSC) 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. We recognise that best practice is that medication is administered at home wherever possible. This is the best way to reduce a number of risks around administration of medication. However, this is not possible for some children & young people, therefore this policy needs to be followed.

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

Generally, 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 or Calpol will only be administered by staff if it is felt that a pupil is experiencing pain.

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or 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.

## The purpose of this policy

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how Ivel Valley 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 educational visits and sporting activities.

## Pupils with known medical conditions

Pupils at Ivel Valley have a variety of known medical conditions. The most common medical conditions include allergies, asthma, dysphagia and epilepsy, but there are a wide range of others. Many pupils take medication to manage their diagnosed conditions, such as epilepsy and ADHD, and many pupils take medicine to manage constipation.

Every pupil with a medical condition will be different and must be treated as an individual - it is important not to make generalisations or assumptions about how conditions impact on pupils. For some pupils, their medical condition might have a significant impact on their ability to learn, and they might require significant support and adaptations to their curriculum.

It is really important that parents/carers share information and ongoing updates about their child's medical condition in order for IVSC staff to safely meet their needs. Ivel Valley requests information from new starters before transition regarding health, and the special needs nursing team complete initial assessments, and share information with teachers.

Key medical information must be put by teachers on 'one page profiles', which have to be read by all staff working with that pupil. One page profiles are updated annually, but significant changes need to be shared with staff on an ongoing basis. One page profiles are kept in the green class folders, along with care plans and any individual risk assessments.

New staff are expected to access induction training on asthma, epilepsy and allergies. There is specialist training delivered by health professionals regarding individual needs for pupils, which staff access on a rolling basis as necessary. The special needs nursing team currently support IVSC to maintain oversight of and monitor staff training needs.

Following pupils' care plans enables IVSC staff to manage most medical needs on site. Being a specialist setting gives us the flexibility to do this, for example accessing food or drink when they need it, or having a safe space for pupils to sleep after a seizure. However, in emergency situations - either as identified on the care plan or due to staff concern - the emergency services will be called.

## Administration of prescribed medicines

**Members of staff who have not undertaken training are NOT permitted to administer medication in any form. A medical consent form must be completed by parents/carers.**

IVSC 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.

**Antibiotics** prescribed for 4 or more times a day can be administered at school/college, providing the conditions above are met. It is best practice for prescriptions that need to be administered 3 or fewer times a day to be given at home. They can only be given in school/college if there are extenuating circumstances that impact this; this must be agreed with a member of the Senior Leadership Team (SLT), and it is parent/carer responsibility to ensure that correct spacing of medication is in place.

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

Members of IVSC 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 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 chart to prevent double dosage;
- record on the chart 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 (or any other reason that a dose may have been missed);
- immediately inform the parent/carer of this refusal.

No medication will 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 the SLT), and only one pupil's medication at a time will be prepared / given.

The only exception to this is **prescribed creams**. As they are prescribed, they must be administered by a meds trained member of staff and recorded on a medication administration chart, however, as topical application is low risk, it is acceptable practice for application and recording to be completed by one member of staff.

**Food supplements**, such as Fortisip drinks, are prescribed and therefore staff must keep a record of when these are given. If any child has a food supplement drink, then this can be recorded using a feed chart. Drink thickeners are also prescribed, and therefore need to be administered in line with the prescription and recorded on a medication administration chart.

If a **medication error** occurs, a member of the SLT must immediately be informed (not nursing team). They will then decide the action to be taken and will contact the nursing team as necessary.

Some older students might support with preparing their medication; this must only be done with the agreement of the nursing team.

## Medication Administration Charts

These charts must be carefully filled in and kept in folders in class, following all guidance from the nursing team.

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

- Name and date of birth of the pupil
- 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 / time frame to use within
- Storage details

They must be kept for as long as pupils remain on roll.

## 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.

There is a specific controlled drugs recording chart that needs to be used.

## Storage & disposal of medication

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. Where appropriate, pupils will be informed about where their

medicines are, and they will be able to access them immediately if needed. Medicines and devices such as asthma inhalers, blood glucose testing metres, adrenaline pens and buccal midazolam will always be readily available to pupils and not locked away. However, it must be out of reach to those who may be harmed by accessing it.

At IVSC, we use green drawstring bags to store medication that can't be locked away. There are strict protocols in place for use of the green bags, which staff must follow. These can be found in Appendix One.

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

Note: Any **emergency medication** needs to be checked by staff regularly. Staff should be checking that the medication is still in date and that all of the equipment needed to administer the medication is also available and fit for use e.g. care plan, spacers for inhalers, gloves to administer buccal midazolam. Any issues that can't be resolved by staff or parents/carers must be raised with the nursing team.

## Administration of non-prescription medicines

**Pain relief medication** (paracetamol and Calpol) will be available if required for the treatment of pain and fever. Key points to be followed:

- If a pupil needs pain relief within 4 hours of coming into IVSC, staff **must** first check with parents/carers to ensure that they haven't already had pain relief
- Parents/carers must always be informed ASAP and always **before** the pupil arrives home
- Staff giving pain relief must check maximum dosages
- Pupils under 16 must not be given medicine containing aspirin, unless prescribed
- An 'occasional meds' chart should be used to record when these medications are given
- Paracetamol should not be given routinely unless agreed in a care plan.

Some pupils might require **antihistamines**. This would normally be given in line with a care plan, for example for pupils with known allergies, but can be given on an 'occasional meds' chart, following packet guidance, for example for pupils with a seasonal medical need, such as hayfever.

**Creams and soap substitutes**, such as those to support eczema or nappy rash, can be administered as per guidance on the packet. Where possible, these should be administered by medication trained staff and recorded on medication charts to reduce risk of mistakes, such as over-application. Individual circumstances can be discussed with a member of SLT.

No other non-prescription medication will be administered at IVSC staff, unless use is specified in a care plan, or there are exceptional circumstances, as agreed by SLT and / or the nursing team.

## Administration of medications off-site

On educational visits, a designated person will be appointed in order to administer medications. Medication must only be taken off site in its original container. Relevant medication charts need to be taken out too and completed at the time of administration, not retrospectively when back on site.

We will ensure that pupils have immediate access to asthma inhalers during sporting activities.

## Pupils self-administering medication

Pupils who are competent to do so will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their care plans.

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 care plan and inform parents/carers so that an alternative option can be considered, if necessary.

## Specific medical needs

**Allergies:** Staff working with pupils with allergies access training via the Allergy Wise website. The administration team maintain and share with the wider team a document regarding individual pupil allergies. Decisions are made regarding sites being 'free from' as per individual needs, and this is supported by the kitchen team.

**Blended diet:** A blended diet means every day foods are blended with a liquid to a consistency which can be administered via an enteral feeding tube. Any requests for blended diets need to be discussed with a member of SLT, family, nursing team and the dietician.

**Dysphagia:** Midday Supervisory Assistants work alongside kitchen staff to support with preparing food for pupils with dysphagia, as per guidelines. Specialist Speech and Language Therapists offer dysphagia training and ongoing advice.

**Enteral feeding:** Some pupils require enteral feeding, which means having a feed through a tube into the stomach or small bowel (intestine), such as through a PEG, NG tube or jejunostomy. This can only be administered by staff who have received specialist training from health professionals regarding that individual pupil. If there are no trained members of staff in work, parents/carers might need to be asked to support.

**Oxygen:** If pupils require the use of oxygen, this must be managed as per their individual care plan and must only be administered by appropriately trained staff or healthcare professionals. There is a COSHH risk assessment that must be followed regarding the storage and management of oxygen in school, and the supplying company makes checks that it is being stored appropriately.

**Sharps:** Some pupils might require the use of needles or other sharps to carry out medical procedures. There must be an individual risk assessment in these situations, and all guidance from health professionals must be followed regarding training, storage and disposal. Sharps bins should always be used for the disposal of needles and other sharps.

**Suctioning:** Some pupils might require suctioning to support their breathing. This must only be carried out by trained staff, following individual care plans.

## Unacceptable practice

Staff must use their discretion and judge each case individually with reference to the pupil's individual care plan, 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/carers;
- 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 care plans;
- If the pupil becomes ill, send them to the 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 or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents/carers, or otherwise make them feel obliged, to attend IVSC to administer medication or provide medical support to their pupil, including with toileting issues;
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school or college life, including school trips, e.g. by requiring parents/carers to accompany their child;
- Administer, or ask pupils to administer, medicine in toilets.

## Pupils with health needs who cannot attend school/college

Health needs that can affect pupils at IVSC are vast in nature and can be complex. Due to the specialist nature of our provision and staff training, we can often continue to support pupils with complex health needs on site, and reasonable adjustments can be made to enable this to happen.

If a pupil's health needs mean that they are unable to attend IVSC, staff will need to liaise with parents/carers to ascertain the nature of the health condition, and therefore whether the pupil can access education or not. Possible actions to consider:

- A member of the Senior Leadership Team or Family Support Team identified to lead on contact and coordinating arrangements;
- Multi-professional discussions to ensure that all involved understand the health needs of the pupil;
- Liaison with the Central Beds Attendance Officer;
- Liaison with the SEND team;
- Whether it is appropriate to send work home or not;
- How contact can be maintained, for example virtual sessions with the class, phone calls home, or a home visit (if staffing allows);
- Whether there needs to be referral to a hospital school, or the Medical Needs team;
- Whether a reintegration plan is needed post-absence, with any reasonable adjustments being put in place.

Liaison with parents/carers throughout is imperative.

## Roles and responsibilities

### **The Headteacher will:**

- appoint staff to be the coordinators for Health and Safety;
- ensure that the appropriate level of insurance is in place;
- ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- be responsible for the effective implementation, monitoring and evaluation of this policy;
- inform parents/carers of the policy via the IVSC website.

### **The Senior Leadership Team will:**

- liaise with the nursing team to ensure that sufficient staff are suitably trained, and to organise training;
- consider the medical needs of pupils when arranging cover.

### **The admin team will:**

- maintain and distribute updated information about pupil allergies.

### **The kitchen team will:**

- ensure that the environment supports pupil needs regarding allergies and dysphagia.

**Class staff will:**

- familiarise themselves with the medical conditions of the pupils that they are working with (including in cover situations);
- only administer medication if they have accessed the correct training, delivered by health professionals, such as the special needs nursing team, or hospital staff;
- engage thoroughly with medical training that they are invited to attend, and always adhere to this;
- 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;
- identify any arising issues regarding having enough trained staff to administer medication with SLT immediately;
- inform parents/carers if medication is nearing its expiry date.

**Teachers will:**

- work with the nursing team to ensure that they have the latest care plans for any pupils in their class who require one;
- ensure that their staff understand and adhere to the care plans for any pupils in their class;
- ensure that routines are in place to enable medicine to be administered appropriately;
- update one page profiles with relevant medical information;
- work with health professionals to share any changes in presentation or need.

**Parents / carers will:**

- share sufficient medical information on their child's medical condition;
- keep class staff updated on any notable changes to their child's medical condition;
- provide written permission by completing the consent forms;
- ensure that medication is provided in its original container, including the prescription label;
- allow sufficient medicine for the correct dosage to be given at IVSC;
- provide a signed copy of their child's care plan where appropriate.

## Legal framework & statutory guidance

**Linked national guidance:**

- Children & Families Act 2014 – section 100 places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.
- DfE statutory guidance: 'Supporting pupils at school with medical conditions'
- Education Act 1996
- Equality Act 2010
- Misuse of Drugs Regulations 2001
- SEND Code of Practice

**Linked policies:**

- Accessibility plan
- Complaints procedure - this can be used if anyone wishes to make a complaint regarding supporting pupils with medical conditions
- Educational Visits policy
- First Aid policy
- Safeguarding & child protection policy

## Equalities & inclusion



Ivel Valley is clear about the need to actively support pupils with medical conditions to participate as fully as possible in all school or college events - including trips, visits and sporting activities - and not prevent them from doing so. IVSC 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.

IVSC recognises its obligations under the Public Sector Equality Duty.

## Safeguarding implications

Staff **must** follow written policy and procedures at all times and with all medication. Staff will only follow medical advice and, where relevant, the written instructions that accompany a medication.

Staff should maintain an awareness that deliberately under/over-medicating can be a form of abuse and would constitute a safeguarding concern. Staff should also be vigilant for any use of medication to deliberately alter a pupil's behaviour in a way that is detrimental to the pupil.

When necessary, staff will consider carrying out individual risk assessments for pupils with medical conditions in relation to any educational activity that could either affect their condition or cause them to have limited access.

## Appendix One: Storage of emergency / rescue medication

Some pupils need to be able to access medication quickly. This type of medication might include (but isn't limited to):

- inhalers
- EpiPens
- buccal midazolam



These types of medication are kept in green drawstring bags. New bags are stored in the SLT office on the school site.

Medication that doesn't need to be accessed quickly must continue to be stored in locked cabinets.

Protocols for the green bags:

- Write the pupil's name on the bag in Sharpie, and always ensure that the bag is in a good condition. **If there is any sign of wear and tear, you must get a new bag immediately.** Bags with holes in are a safeguarding risk.
- Some will be sent between home and school / college - it is important to understand from individual families whether the medication needs to stay at school / college, or go home.
- If going home, medication procedures must be followed, with the medication being handed to transport staff, rather than the pupils.
- They must be carried by staff who understand that they are responsible for the medication and for staying in close range of the pupil who needs the medication. Staff will need to have accessed the correct training for the item; SLT should be contacted if support is needed with this. **They must not ever be left on chairs or hooks.**
- In some situations, it feels appropriate for pupils to carry their own bags, for example pupils who move around the site independently and reliably who have their own inhalers. In these situations, there must be an agreement between teacher / home / nursing team before letting the pupil carry their own bag, and this must be recorded on CPOMS.
- **Pupils must never carry their own controlled drugs / rescue medication for epilepsy;** this is for safeguarding purposes. Staff must carry these. If in doubt, ensure staff carry the bags until you have confirmation.
- Care plans must be stored in bags with emergency medication.