Uplands Infant & Nursery School

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Policy Title	Administration of Medicines Policy
Purpose	To ensure a consistent approach when administering medicine.
Review Date	This policy will be reviewed every three years or earlier if considered necessary. Any amendments will be presented to the Governing Board for approval. Review Date – November 2027
Coordinator/s	Artee Odedra (Deputy Head Teacher)
Signed	**Numera Ismail (Chair of Governors**

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Policy for supporting pupils at school with Medical Conditions

This policy has been drawn up in accordance with the DfE guidance *Supporting Pupils at School with Medical Conditions.*

Purpose of policy

This policy outlines the correct procedures and protocols Uplands Infant School will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

Aims:

- To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting legal responsibilities;
- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions;
- To identify areas of responsibility and roles to all parties involved in arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Head Teachers, Governing Bodies etc.; and
- To ensure procedures are followed to limit the impact of pupil educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Legislation Framework:

This document replaces previous guidance on Managing Medicines in schools and early years published March 2015. Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- Monitoring and intervention in emergency circumstances.

Governing Bodies must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at Uplands Infant School are listed below:

The Headteacher & SENCO are responsible for:

- Ensuring all staff are aware of this policy;
- Implementing this policy effectively and ensuring that all relevant staff members are aware how to support pupils with medical conditions including their role in its implementation;
- The development of individual healthcare plans (IHCP's)
- Ensuring there are sufficient members of staff available to implement the policy and deliver against all IHCP, including in contingency and emergency situations;
- Ensuring all who need to know are aware of the child's condition;
- Safeguarding school staff by appropriately insuring them and making them aware that thy are insured to support pupils with medical conditions; and
- Liaising with school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school.

School Nurses are responsible for:

- Supporting staff on implementing a child's individual healthcare plan and providing advice on training; and
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts school.

Suitable cover will be provided in the absence of the school nurse/healthcare professional.

School Staff (teaching and non-teaching) should:

- Provide support to pupils with medical conditions. This can be any member of school staff, and could include the administering of medicines, although you cannot be required to do so;
- Take into account the needs of pupils with medical conditions that they teach;
- Receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils should:

- Provide adequate information about how their condition affects them;
- Be fully involved in discussions about their medical support needs; and

- Comply with their IHCP.

Parents should:

- Provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- Provide sufficient and up-to-date information to the school about their child's medical needs; and
- Be involved and assist in drafting and developing their child's IHCP.

Other healthcare professionals, including GP's and providers of health services are responsible for:

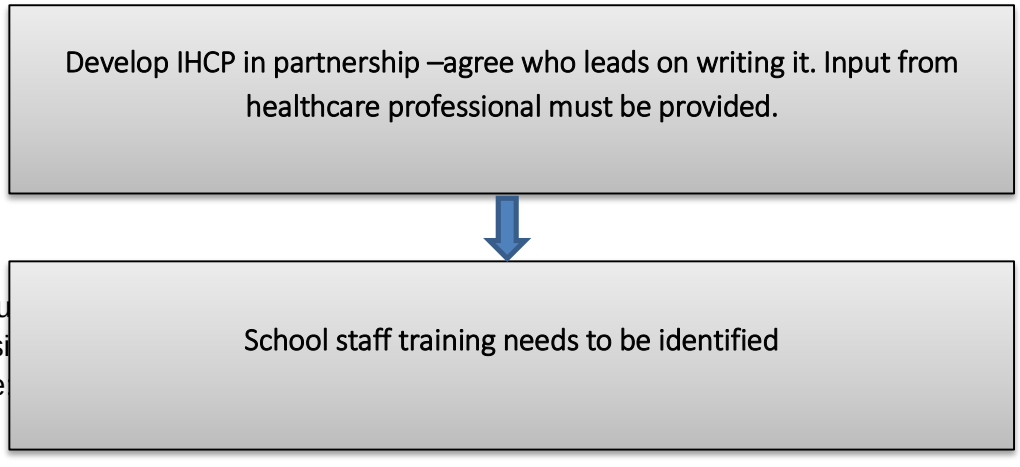
- Notifying the school nurse when a child has been identified as having a medical condition that requires school support;
- Providing advice on developing health care plans; and
- Co-operating with schools that are supporting children with a medical condition.

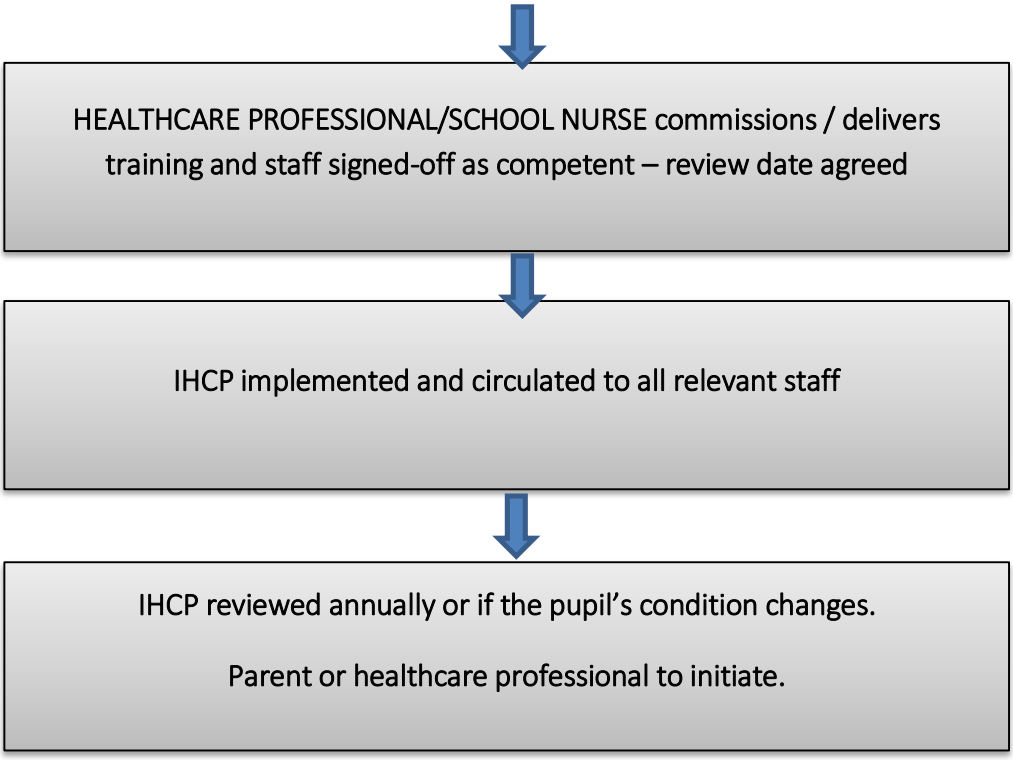
Local Authorities (LA) are responsible for:

- Promoting cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- Provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively;
- Working with schools to ensure that schools support pupils with medical conditions to attend full time; and
- Making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 15 days or more because of their health needs.

Individual Health Care Plans (IHCP) see Appendix A

A pupil's IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, school should follow the steps below.





Staff training and support:

Uplands Infant School will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils IHCP. Staff who already have some knowledge of the specific support needed by a child with a medical condition may not require extensive training.
- Staff who provide support to pupils with medical conditions will, when possible be included in the meetings where this is discussed.
- The healthcare professional/school nurse will lead on identifying and agreeing with the school the type and level of training required. It will the school's responsibility to arrange training and ensure that this remains up-to-date.
- The training will be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the IHCP.
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Record Keeping and managing/storing of medicines

Record keeping:

Written records of all medicines administered to individual children will be kept at reception, detailing what, how and how much was administered, when and by whom. See Appendix B for the school's record of medicine administered to an individual child.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Parents will be informed when their child has been unwell at school. If the illness provides cause for the child to go home, the parents will be telephoned. If they are able to remain at school then their parents will be informed by the class teacher at the end of the school day.

Managing Medicines on school premises:

In order to manage pupil's medical conditions effectively, Uplands Infant School will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on-site:

- A pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See Appendix C for the schools parental agreement for administering medicine;
- Only prescribed medicines that in-date, labelled and include instructions for administration, dosage and storage will be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump;
- All medicines will be stored safely. Children must know where their medicines are kept, and be able to access them immediately. Where relevant, children should be made aware that Nabiha Shaikh holds the key code to the storage facility;
- A pupil who has been prescribed a controlled drug many legally have it in their possession if competent to do so, but must not pass it to another child for use, as this is an offence. Uplands Infant School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container in the medical box and Nabiha Shaikh will have access;
- Controlled drugs will be easily accessible in an emergency at all times; and
- No pupil will be given medicine containing aspirin unless prescribed by a doctor. Other medication, i.e. for pain relief will not be given without first checking the maximum

dosages and when previous doses were taken. Parents will be informed by the class teacher or the teaching assistant.

Storage/Disposal of Medicines:

It is the responsibility of the school to return medicines that are no longer required, to the parent for safe disposal.

Off-site procedure:

Uplands Infant School will assess what reasonable adjustments can be made to enable pupils with medical needs to participate fully and safely during off-site trips.

All members should be aware of how the pupils individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP sates otherwise.

A risk assessment will be carried out by the school prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

Unacceptable practice:

Staff should use their discretion and judge each case on its merits with reference to the child's IHCP. However, it is not general acceptable practice to:

- Assume that every child with the same condition requires the same treatment;
- Prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary;
- If the pupil becomes ill do not leave them on their own;
- Send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified on the IHCP.
- Penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments;
- Ignore the view of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Create barriers to pupils participating in any aspect of school life, including off-site school trips; or
- Require parents to attend school to administer medication or provide medical support to their child.

No parent should have to give up working because Uplands Infant School is failing to support their child's medical needs.

The school provides the appropriate level of insurance to cover staff providing support to pupils with medical conditions. The school insurance arrangements are detailed within our Public Liability and Employers Liability insurance and is accessible from the School Business Manager.

The school insurance policy covers liability relating to the administration of medication.

Complaints:

Should parents or pupils be dissatisfied with the support Uplands Infant School has provided, the initial concern should be raised with the Head Teacher. If the concern cannot be resolved within the school directly, a formal complaint can be made via the schools complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.

Appendix A - Individual healthcare Plan (IHCP)

School	
Pupil Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who needs to know about the pupils condition & what constitutes an emergency	
Action to be taken in an emergency and by whom	
Follow up care	
Family contacts Names Telephone numbers	
Clinic/Hospital contacts Name Number	
Description of medical needs and signs and symptoms	
Daily care requirements	
Who is responsible for daily care	
Transport Arrangements *If the pupil has life threatening condition, specific transport healthcare plans will be carried on vehicles*	
School Trip Support /Activities Outside *(Risk Assessment, who is responsible in an emergency)*	
Form distributed to	

Date _____

Review Date _____

This will be reviewed at least annually or earlier if the child's needs change

Appendix B: Record of regular medicine administered to an individual child:

Record of regular medicine administered to an individual child

Name of School _____

Name of child _____

Date medicine provided by parent _____/_____/_____

Class _____

Name and strength of medicine _____

_____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Date	------/------/------	------/------/------	------/------/-----
Time given			
Dose given			
Name of member of staff			
Staff initials			

Observations/comments			

Appendix C: Parental agreement for school to administer medicine

(One form to be completed for each medicine)

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

Name of child _____

Date of Birth _____/_____/_____

Medical condition or illness _____

Medicine: to be in original container with label as dispensed by the pharmacy

Name/type and strength of medicine _____

(as described on the container)

Date commenced _____/_____/_____

Dosage and method _____

Time to be given _____

Special precautions _____

Are there any side effects that the school should know about?

_____

_____

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency _____

_____

_____

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____