

**Policy: Administration of Medicines and Supporting Pupils
With Medical Conditions**

Contents

- 1 Policy statement
- 2 Aims
- 3 Responsibilities
- 4 Liaising with parents
- 5 Individual health care plans
- 6 Training
- 7 Insurance
- 8 Medical records and consent
- 9 Prescription and non-prescription medication
- 10 Self-medication
- 11 Administration of medication
- 12 Storage of medication
- 13 Emergency procedures
- 14 Off-site visits and sporting events
- 15 Unacceptable practice
- 16 Complaints
- 17 Review

Appendix

- | | |
|------------|------------------------------------------------------------------------------------------|
| Appendix 1 | Individual healthcare plan (IHCP) |
| Appendix 2 | Parental agreement for setting to administer medicine |
| Appendix 3 | Template letter inviting parents to contribute to individual healthcare plan development |
| Appendix 4 | Contacting emergency services |

1 Policy statement

This policy applies to all pupils at Grampian Primary Academy.

This policy is addressed to all staff and is available to parents on request.

This policy should be read in conjunction with the first aid policy.

2 Aims

The Governing Body of the Academy are committed to ensuring that all pupils with medical conditions can access and enjoy the same opportunities at Grampian Primary Academy as any other pupil and to ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic potential.

The Governing Body will also ensure that the Academy implements and maintains an effective management system for the administration of medicines to all pupils in our care in order to ensure that the Academy provides support to individual pupils with medical needs.

2 Responsibilities

The Safeguarding Governor has overall responsibility for the implementation and review of this policy.

The Head teacher is responsible for:

- ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist pupils with medical conditions;
- ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the Academy , including making contingency plans for staff absence and emergency situations;
- ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis;
- ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions;
- the overall development and monitoring of Individual Healthcare Plans (IHCP) at the Academy.

4 Liaising with parents

The Academy promotes on-going communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.

Parents must inform the Head if their child has or develops a medical condition and, where appropriate, provide the Academy with appropriate medical evidence and / or advice relating to their child's medical condition.

Where appropriate, parents will be invited to consult with the Academy and relevant healthcare professionals in order to produce an IHCP for their child.

A template letter to parents can be found in Appendix 3.

Parents should also inform the Head where their child will require either prescription or non-prescription medication to be taken at the Academy and of any changes to the medication required.

The Academy requests that medication is only taken at the academy if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending school.

Staff at the Grampian Primary Academy will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

Staff will ensure that parents are informed in writing on each and every occasion that any medication was administered and, for any reason, medication has not been administered parents will be informed and will be given an explanation.

Unless in exceptional circumstances, no pupil will be given prescription or non-prescription medication without parental consent.

5 Individual Health Care Plans

The Grampian Primary Academy will focus on the on the needs of each individual pupil and how their medical condition impacts of their school life, including how the medical condition impacts on a pupil's ability to learn and will take steps to help increase pupils' confidence and ability to self-care.

Where a pupil has long-term or complex medical condition or health needs, the Academy will, where appropriate, produce an IHCP for that pupil. A template IHCP is set out in Appendix 1.

The IHCP will be prepared following consultation with the parents, the pupil (where appropriate) and any other relevant healthcare professional.

Where appropriate, the IHCP should be linked with a pupil's statement of Special Educational Needs (SEN) and / or Education, Health and Care Plan (EHC). Where a pupil has SEN but does not have a statement or EHC, their SEN should be mentioned in their IHCP.

The IHCP will be presented to the Parents for approval prior to its implementation to ensure the Academy holds accurate information about the medical condition of any pupil with long term needs.

Once the IHCP is approved the Head teacher will be responsible for its maintenance and implementation.

The IHCP will be reviewed at least annually or more frequently where a pupil's needs change.

6 Training

The Academy will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.

The Head is responsible for the administration of medicine and the arrangements for pupils with medical conditions within the Academy. They will delegate duties as appropriate to members of staff who have received training.

The Head will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to pupils' IHCPs.

Relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be provided to appropriate staff by a qualified health professional, where appropriate.

The qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in the internal training matrix.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

The Academy engages the following health professionals to train and assist school staff in dealing with medical conditions and administering medicine:

- Child's GP
- School Nurse
- Specialist Nurse
- Community Paediatrician

All staff will be made aware of the terms of this policy and the Academy's arrangements for supporting pupils with medical conditions and their role in implementing the terms of this policy.

All new starters will be made aware of the terms of this policy during their induction.

7 Insurance

Grampian Primary Academy and the Board of Governors of the Academy will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the Academy.

All staff who are required to administer medicines or to provide support to pupils with medical conditions are covered by the Academy's liability insurance. A copy of the relevant insurance policy is available to all staff on request.

8 Medical records and consent

Parents of all pupils at the Academy are required to complete the relevant parental agreement to administer medicine before medication is administered to their child (Appendix 2)

Staff administering medicines will sign the **Medicines In School** book each time a medicine is administered. A duplicate copy will be sent home to parents.

Written records of all medication administered to every pupil are retained by the Head teacher and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the Head.

9 Prescription and non-prescription medication

As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist. If medication has been dispensed by a pharmacist then it **MUST** be accompanied by clear instructions for administration and frequency provided by the pharmacist, and on either headed paper or stamped with a pharmacy stamp, signed and dated

Parents will be asked to sign Appendix 2 to confirm their agreement to staff administering such medication and to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

However, if parents wish to administer non-prescription medication then they can come into school and administer this themselves.

10 Self-medication

The Academy recognises that pupils should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily.

Following consultation between the Academy, parents and the pupil, a pupil will be permitted to store and carry their own medication if in the opinion of the Head they are sufficiently competent to do so. This will be reflected in a pupil's IHCP.

The Academy will also consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision.

Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of academy rules.

11 Administration of medication

As a general rule, medication will only be accepted by school if it needs to be given during school hours.

Where a pupil requires supervision to take their medication or where such medication will be administered by staff, pupils receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.

All medicines supplied to the Academy by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

If Staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.

If a pupil refuses their medication, Staff will record this and report to parents as soon as possible.

12 Storage of medication

Medicines are always securely stored in accordance with individual product instructions.

The Academy will carry out a risk assessment to consider any risks to the health and safety of the academy community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Emergency medication such as adrenaline pens and blood glucose testing meters will be kept in the Front Office in a clearly marked box but in order to allow immediate access the box will not be locked. In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.

Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.

If a pupil is prescribed a controlled drug, unless otherwise agreed as part of a IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the pupil will have access. A record of any doses used and the amount of the controlled drug held at the Academy will be maintained.

Those pupils who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

Parents should collect all medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from the Academy.

13 Emergency procedures

In the event of an emergency related to the administration of medicine, the emergency services should be called as soon as possible. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the Academy site.

A checklist for contacting the emergency services can be found in Appendix 4.

14 Off-site visits and sporting events

The Academy actively supports all pupils with medical conditions to access and enjoy the same opportunities at the Academy as any other pupil, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a pupil's care (such as his or her GP).

If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.

All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

Secure storage for medicines will be available at all short-term accommodation used by the Academy.

15 Unacceptable practice

Staff should use their discretion and training with regards to each individual pupil's medical needs, by reference to their IHCP and / or EHC, as appropriate. However, staff should be aware that the following practices are generally unacceptable:

- preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- assuming that all pupils with the same conditions require the same treatment;
- frequently sending pupils with medical conditions home or preventing them from taking part in normal academy activities, unless this is provided for in their IHCP / EHC or by their medical advisors;
- sending unwell pupils unaccompanied to the academy office.
- penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
- requiring parents, or otherwise making them feel obliged, to attend the Academy to administer medication or otherwise provide medical support to their child during the academy day;
- preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of academy life.

16 Complaints

If parents or pupils are dissatisfied with the medical support provided at Grampian Primary Academy they should raise these in the first instance with the Head teacher.

If the Head cannot resolve the issue then a formal complaint can be raised via the Academy's complaint's procedure.

17 Review

This policy and its procedures will be reviewed and updated by the Head on an annual basis.

Authorised by	The Board of Governors
Date	April 24 th 2015

Effective date of the policy	July 6 th 2015
Circulation	Governing Body / teaching staff / all staff / parents / pupils on request
Status	Drafted in accordance with: <i>Statutory framework for the Early Years Foundation Stage (DFE-00023-2012), DfE, 2012]</i> <i>Supporting pupils at school with medical conditions (DFE-00393-2014) DfE, 2014</i>

