



It is stated in the statutory guidance (point 27) that prescription medicines should not be administered without appropriate training.

If a child needs to be taken to hospital, staff at both Uplowman and Halberton will stay with the child until the child's parent/carer arrives, or accompany the child taken to hospital by ambulance.

MODEL POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

Halberton & Uplowman Federation

The staff of *Halberton & Uplowman Federation* wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

1. The school's insurance will cover liability relating to the administration of medication.
2. Halberton & Uplowman Federation will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
Prior to a child with medical needs joining Halberton & Uplowman Federation, we, as a Federation, will ensure that we have contacted the appropriate agencies to seek professional support for all our staff to ensure that we provide them with the skills they need to support the child in question. Supply teachers will be informed of a child's medical needs and any relevant information that they are required to know, to ensure the child is appropriately looked after in their care.

Halberton & Uplowman Federation will also organise meetings for the parents/carers to discuss their child's needs with us, and how they deal with certain scenarios to ensure that a smooth transition is maintained within the home and school environment. This also enables us, as a school, to build up a close relationship with the family; an essential element to ensuring both the child and family feel safe whilst the child is in Halberton & Uplowman Federation's care.

We will ensure that the child feels comfortable with their new teachers by offering home visits and times for the child to visit either school. As the child joins the Federation, we would offer transitional days and parttime introduction days, if appropriate, to ensure the process does not become stressful for the child.

If the child uses school transport, the appropriate details will be provided regarding the child's medical needs to the transport agency. At Halberton & Uplowman Federation, we treat every child as an individual and therefore each case would be treated independently, depending on the needs of the child and how their medical condition impacts on their school life.

By following the above procedures it would ensure that a child with a medical condition was properly supported at either school enabling them to have full access to education, including school trips and physical education.

- Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis.

If a child with a medical condition begins the school during mid-term, Halberton & Uplowman Federation will endeavour to put all procedures to support the child in place within two weeks to adhere to the statutory guidance.

The school(s) will get professional advice as soon as possible to support all the staff and therefore ensure the child in question is cared for appropriately.

Meetings will be held with parents/carers and school staff to ensure that a smooth transition is formed and that certain scenarios that may arise are dealt with as effectively as possible.

At Halberton & Uplowman Federation, we treat every child as an individual and therefore each case would be treated independently, depending on the needs of the child.

3. The above procedures will be monitored and reviewed by *Mr S. Badcott (Executive Head Teacher) or Senior Teacher.*
4. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between either Halberton Primary School or Uplowman Primary

School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons. If a child with a medical need also has a Special Educational Need this will be reported on the IHCP.
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
- c) The level of support needed, including whether the child will take responsibility for their own health needs, including in emergencies. If self-managing occurs this needs to be clearly stated on the plan along with how this arrangement is monitored.
- d) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
- e) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
- f) Arrangements for written permission from parents for medication
- g) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
- h) The designated individuals to be entrusted with the above information
- i) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

The IHCP will be reviewed annually, unless evidence suggests that a child's needs have changed before.

6. Mr S. Badcott will have the final decision on whether an Individual Health Care Plan is required.

The Local Authority has a duty to make other educational arrangements for a child if they are away from school for more than 15 days (consecutive or cumulative over the school year).

Students with Asthma/ Anaphylaxis

Halberton & Uplowman Federation hold an emergency Inhaler and Epi-pen.

7. Mr S Badcott will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma or anaphylactic attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the asthma register
- Instructing all staff on how to access the inhaler or epi-pen
- Making all staff aware of who are the designated staff and how to access their help

8. Mr S Badcott will be responsible for ensuring that designated staff:

- Recognise the signs of an asthma or anaphylactic attack and when emergency action is necessary
- Know how to administer inhalers through a spacer
- Make appropriate records of attacks

The Federation Business Manager and Administrative staff at either school will be responsible for the storage, care and disposal of asthma medication.

9. *The Federation Business Manager and Administrative staff at either school will be responsible for the supervision of administration of medication and for maintaining the asthma register. In the absence of these members of staff, **All** remaining staff members will read and sign this policy so that they are able to administer medication and maintain registers in case of need.*

THE ADMINISTRATION OF MEDICINE

10. The Headteacher or Senior Teacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so and have the appropriate training (where necessary). *Two members of staff must be present during the administering of any medication.*

11. Any parent/carer requesting the administration of medication can request a copy of this policy.

12. Prescribed medication will be accepted and administered in the establishment providing it is in its' original packaging. *Two members of staff to be present when administering medication to any pupil.*

FOOD SUPPLEMENTS AND ALTERNATIVE MEDICATIONS (e.g. Homeopathic and Herbal Remedies, Cough Sweets, Strepsils etc)

The School will only agree to administer food supplements and alternative medications which have been prescribed or supported in writing by a General Practitioner or Consultant.

Non-prescription medication will only be accepted and administered in the following circumstances:

- Non-prescription travel tablets supplied by parent, in their original packaging for return journeys.
- Non-prescription medication supplied by parent, in its' original packaging on residential trips, but always with prior agreement from Executive Head Teacher.

NB: Medication containing aspirin will not be administered, unless prescribed by a doctor.

13. Prior written parental consent is required before any medication can be administered.
14. Only reasonable quantities of medication will be accepted (no more than one week's supply except in exceptional circumstances).
15. **Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or a member of Administrative staff authorised by the Headteacher/Senior Teacher.**
16. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
17. The schools will not accept items of medication which are in unlabelled containers or not in their original container.
N.B Insulin may be provided to the school in a pen or pump, rather than its original container, however, must still be in date.
18. Unless otherwise indicated, all medication to be administered in either school will be kept in the school office.(Halberton – locked in the medicine cabinet and if large located in the Finance Drawer). (Uplowman – located in the Staff Stationery Cupboard).
19. Records will be kept of all the medicines administered to children on a Record of Medication Administered to an Individual Child/all Children, including (name of administer etc date dose time)

20. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students *may not be* allowed to carry these.
21. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
22. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
23. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Medication will be returned to the parent/carer for safe disposal when it is no longer required.

Grievance Procedure

Please refer to the latest adopted Grievance Policy held in the Headteacher's office at Uplowman Primary School/held with the Clerk to Governors at Halberton Primary school for procedure.

24. Unacceptable Practice

At Halberton & Uplowman Federation we are inclusive schools and therefore would prohibit the following:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or the parents/carers; or ignore medical evidence or opinion, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;

- Penalise children for their attendance record if their absence are related to their medical condition e.g. hospital appointments
- Prevent pupils from eating, drinking or taking toilet or other breaks where 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child’s medical needs; or
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips.

Complaints

If parents/carers would like to make a complaint they need to follow Halberton & Uplowman Federation’s complaint procedure.

Adopted by Halberton & Uplowman Federation Resources Committee on

Signed

Ratified by Halberton & Uplowman Full Governing Body on

Signed

Review Date :.....