

MANAGING MEDICINES POLICY

Recommended by: Date:	Standards Committee June 2016
Approved by: Date:	Full Governors July 2016
Review Date:	June 2018

CONTEXT

Maintaining the Academy's aim to maximise attainment for all students and ensure that all students feel safe in their learning environment and develop the highest quality learning experiences possible for all our students.

People involved:

- Students with medical conditions
- Parents
- School Nurse
- Principal
- Special Educational Needs Coordinator (SENCO)
- Members of staff trained in first aid
- School governors

TEACHER RESPONSIBLE: SENCO / Designated Assistant Principal and SEN Governor.
The policy will be reviewed annually.

Legal framework

This policy will have due regard to legislation, including, but not limited to:

- Children and Families Act 2014 (and related regulations)
- Health and Social Care Act 2012
- Equality Act 2010
- Mental Capacity Act 2005
- Children's Act 1989

It will also take into account statutory and non-statutory related guidance, including, but not limited to:

- SEND Code of Practice 0-25
- Supporting Children with Medical Conditions
- Keeping Children Safe in Education
- Working Together to Safeguard Children

POLICY AIMS

Ossett Academy & Sixth Form College is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

CURRENT POLICY

- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The governing body must ensure that arrangements are in place in schools to support pupils at school with medical conditions.

- The governing body should ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.
- Some children with medical conditions may be disabled. Where this is the case the academy **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.
- The focus should be on the needs of each individual child and how their medical condition impacts on their school life.
- The academy is responsible for ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription medication” is defined as any drug or device prescribed by a doctor.
- “Staff member” is defined as any member of staff employed at the Academy, including teachers.

For further information on the matters contained in this policy please see the DfE statutory guidance.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

KEY ROLES AND RESPONSIBILITIES

The Governing body is responsible for:

- Overseeing the overall implementation of the Supporting Students with Medical Conditions Policy and procedures at the academy
- Ensuring that the Supporting Students with Medical Conditions Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the academy Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that staff members who take on responsibility to support children with medical conditions receive appropriate and up to date training.

The Principal is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures in the academy.
- Ensuring implementation of the policy is developed effectively with partner agencies.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

- Ensuring that written records of any and all medicines administered to individual students and across the school population.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff, who need to know, aware of a child's medical condition.
- Ensuring Individual Healthcare Plans (IHCPs) are developed.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the school nursing service is contacted in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions in lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

School nurses are responsible for:

- Notifying the school when a child has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Principal, other staff members and healthcare professionals.

Training of staff

- Teachers and support staff will receive the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their CPD.
- There must be a named clinical lead for this training.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Principal will ensure a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy is maintained.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Principal, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate into the academy.

Managing medicines on school premises

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the academy Behaviour policy.
- Medications will be stored safely and securely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside school premises e.g. on school trips.
- Any medications left over at the end of the course will be returned to the child's parents.

- The academy cannot be held responsible for side effects that occur when medication is taken correctly.

Record keeping

- Written records must be kept of any medication administered to children. Recommended templates are provided in the appendices supporting this document.
- Parents should be informed if their child has been unwell at school.

Day trips, residential visits and sporting activities

- The academy will actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The academy will make arrangements for the inclusion of pupils in such activities with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.
- For detailed procedures to be followed, please refer to the Inclusion section in the academy's Learning Outside the Classroom policy. Please note that the academy requires a risk assessment to be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included in planned learning outside the classroom. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

The academy understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the medical room or pastoral office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support.
- Creating barriers to children with medical conditions participating in school life, including in school trips.
- Refusing to allow student to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy are covered by the academy's public liability insurance.
- Full written insurance policy documents are available to be viewed at the academy.

Complaints

Any complaints about the operation of this policy will be dealt with in accordance with the academy's Complaints Policy. This can be found on the academy website.

Monitoring and Review

This policy will be reviewed every three years or more frequently, if the relevant legislation changes.

Signature: Principal	
Signature: Chair of Governors	
Date:	July 2016

INDIVIDUAL HEALTHCARE PLAN IMPLEMENTATION PROCEDURE

- 1 Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
- 2 Principal or senior member of school staff to whom this has been delegated co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.
- 3 Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.
- 4 Develop IHCP in partnership with healthcare professionals and agree on who leads.
- 5 School staff training needs identified.
- 6 Training delivered to staff - review date agreed.
- 7 IHCP implemented and circulated to relevant staff.
- 8 IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.

MEDICATION CONSENT FORM

Child's Name:	
Date of Birth:	
Form Group:	
Name and strength of Medication:	
How much to give: (i.e. dose to be given)	
When to be given:	
Any other instructions:	
Number of tablets/quantity given to school: <small>NB MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE</small>	
Telephone number of Parent/Carer:	
Name of Doctor:	
Doctor's Telephone Number:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering the medication in accordance with Academy policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent/Carer's Signature _____ Date _____

Print Name _____

If more than one medication is to be given a separate form should be completed for each.