

Netherhall School

An Ambitious, Caring Community



NETHERHALL SCHOOL

Children with Medical Needs; Managing Medicines Policy and Procedures

Adopted by Netherhall School Governing Body

On June 2018

Signed: (Jan Clarke, Chair of Governors)

Date by which the procedure was last reviewed: June 2018

Anticipated review date: June 2019

Equality Act 2010

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

The following policy was written using: **"Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England" September 2014**

This policy should be read in conjunction with the school's policies on Health and Safety, Child Protection, Special Educational Needs, Equal Opportunities, Visits, Staff Code of Conduct.

The overall implementation of this policy is the responsibility of the Governing Body. The day-to-day implementation and management of this policy is the responsibility of the Head Teacher, delegated through the SENCo and Head of Year, Barbara Irving.

A. Introduction

1. Netherhall School is an inclusive school; we recognise that children with medical needs have the same rights of admission to a school as other children. We are committed to ensuring that children with medical needs receive proper care and support enabling them to participate in activities appropriate to their own abilities and will make reasonable adjustments to allow them to do so.
2. This policy is designed to ensure that we have effective systems to support students with medical needs so they can attend school and engage in the normal range of activities. It will also help to achieve consistency and safe practice and provide protection for staff and other pupils working in school.
3. Good communication between home, school and other professionals is essential.
Parents / carers have the prime responsibility for their child's health and should provide the school with timely information about their child's medical condition. School will seek parental consent when discussing a child's medical needs with other professionals and will treat medical information confidentially, except where a child is thought to be at risk.
4. The school recognises that there is no legal duty that requires school staff to administer medicines. However it will ensure there is a sufficient number of trained staff available to implement and deliver IHCPs in normal, contingency and emergency situations. As our students are older they will be encouraged to be responsible for the administration of their own medication, where appropriate, under staff supervision.
5. The school is committed to multi agency working and adopts the LSCB Early Help Processes where appropriate.
6. The Governing Body devolve responsibility for the implementation and review of this policy to the Headteacher.

B.Roles and Responsibilities

Governing Body – will:

- ensure arrangements are made to support students with medical conditions, including making sure that this policy for supporting pupils with medical conditions in school is developed and implemented.
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- annually review the policy
- hold the Headteacher to account for the implementation of the policy

The Head Teacher will:

- ensure students 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.
- ensure that this school's policy is developed and effectively implemented with partners
- ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- ensure that sufficient trained numbers of staff are available to implement the policy
- ensure that school staff are appropriately insured and are aware that they are insured to support pupils

The SENCo will:

- be responsible for the strategic development of the policy and oversee its day to day implementation
- keep the Headteacher informed as to the progress of the policy.
- ensure enough staff have up to date training and a training plan is in place

Barbara Irving will:

- be responsible for the day to day implementation of this policy
- ensure that all staff who need to know are aware of the child's condition
- contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- co-ordinate the production and implementation of IHCPs
- administer medication when required.
- Inform either the Attendance Officer, SENCO or Cris Kellet if she requires them to administer medications in her absence
- liaise with the students, parents/carers, SENCO, pastoral staff, health professionals and other outside agencies

All staff should

- ensure they are familiar with the Individual health care plans or medical needs of students when informed of them
- make reasonable adjustments to include students with medical conditions in to lessons.
- ensure they know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

- administer medication, if they have agreed to undertake that responsibility
- undertake training to achieve the necessary competency for supporting children with medical conditions, if they have agreed to undertake that responsibility

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 [IHCP](#) for their child in collaboration with the headteacher, other staff members and healthcare professionals.

The role of the child:

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils 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 pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

C. Staff Training and Support

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient. This decision will be delegated to Barbara Irving.

Any member of staff providing support to a student with medical needs will receive suitable and regular training. This will be provided from a range of agencies dependent on the individual requirements of the student.

An annual assessment of staff training needs will be drawn up by the SENCo, relevant staff and external agencies. The school will, where possible, prioritise the training of staff who are supporting students with medical needs. Records of staff training will be kept by the SENCo (Use Form 8)

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction. There will be a briefing for supply staff on the school policy.- this will take the form of a written memo directing staff to the school intranet where the policy can be found.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

D. Access to Education for Students with Medical Needs

When a parent/carer informs the school of a student's medical condition a meeting will be convened to discuss the student's needs and which health care professionals need to be involved.

For new students, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or students arriving mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

The school will

- Monitor the attendance of all students with medical conditions
- Liaise with Children's Services staff regarding all students expected to be absent for 15 days or more (includes time in hospital)
- Liaise with Children's Service staff, Home Tuition staff, medical professionals and hospital education staff, as appropriate, to plan provision.
- Co-ordinate education provision from the first day of absence for those students with recurring illnesses and chronic conditions.
- Co-ordinate the provision of work that will support a broad and balanced curriculum, where appropriate.
- Ensure there are mechanisms in place to communicate information about activities and social events to enable students to keep in touch with peers.
- Monitor provision, progress and reintegration arrangements
- Ensure the views of students and parents/carers are taken into account
- Ensure the appropriate SEN and Equality Code of Practice procedures are in place.

E. Individual Health Care Plans (IHCP)

Barbara Irving is responsible for the development of IHCPs (**use Form 1**). Not all students with a medical condition will require an IHCP. IHCPs will be developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing, and minimises disruption. IHCPs will be drawn up in partnership between the school, the student, parents/carers and relevant health care professionals. In deciding if a student requires an IHCP consideration will be given to appropriateness and proportionality.

In the event of a lack of consensus the SENCo will make the final decision as to whether an IHCP is required. IHCPs will be reviewed at least yearly unless the student's needs change. Individual IHCPs will be easily accessible to all who need to refer to them, whilst preserving confidentiality

Where the student has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

An IHCP will cover the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink

where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;

- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the student's condition and the support required
- arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff **(Use Forms 2+4)** or self-administered by the student during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, eg risk assessments
- where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

F. Bringing medicines - prescribed or non prescribed - into school

1. Some students may need to take medicines during their time in school. These will usually be prescribed and will usually only be for a short time period, e.g. to finish a course of antibiotics. **Medicines should only be taken to school when essential or where it would be detrimental to a student's health if it was not administered during the school day.**

Parents should ask the prescriber about this. Medicines that need to be taken three times a day should be taken in the morning before school, after school hours and at bedtime.

2. Students should not bring non prescribed medication to school unless there are rare and/or exceptional circumstances.

3. Children should not be sent to school with their own medicine as this poses a health and safety risk to other children. All medicines should be handed by the parent directly to a named member of staff (**see Section H below**), who will then record (**use Form 6**) what has been received and when. Staff will only accept medication that is in its original container.
4. As a general rule all medicines should be handed over to the school for safekeeping during the school day.
5. Written permission is required from the Headteacher for a student to carry their own medication (**Use Form 7**). These will usually be inhalers or insulin.
6. Where possible children will be encouraged to take responsibility for the administration of their own medication, under staff supervision. Whether a child is able to administer their own medication will vary according to each case and will be decided with the agreement of the child, parents/carers and external professionals.

G. Non – prescribed medicines

1. Students should not bring non prescribed medication to school unless there are rare and /or exceptional circumstances.
2. Staff will never administer or supervise the taking of non prescribed medication unless there are rare and/or exceptional circumstances and where there is specific prior written permission from a parent/carer.
3. The only exception to point 2 above is in the rare/exceptional case where permission has been obtained by telephone from a parent/carer; then paracetamol may be given. It may only be given if previous dosage is known and allergies checked. A record of the time and dosage must be recorded. A child should **not** be given 'emergency' paracetamol on a regular basis.
4. Under 16's will **never** be given aspirin or medicines containing aspirin or ibuprofen unless prescribed.
5. Written permission is required from the Headteacher for a student to carry their own medication (**Use Form 7**)
6. If a child suffers regularly from frequent or acute pain parents/carers should refer the matter to their child's GP.

H. Prescribed Medicines

1. School will only accept in- date medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must be provided in their original container as dispensed by the pharmacist and include the prescriber's instructions for administration. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instruction. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

2. As a general rule all medicines must be handed over to the school for safekeeping during the day.

3. Written permission is required from the Headteacher for a student to carry their own medication **(Use Form 7)**

I. Controlled Drugs

1. Some drugs e.g methylphenidate are controlled by the Misuse of Drugs Act.

2. Any designated member of staff may administer such drugs but only in accordance with the prescriber's instructions.

3. All controlled drugs will be kept in a locked non-portable container or fridge in a designated area to which only the named staff will have access. The current named members of staff **are Barbara Irving, Eileen Telford, Beverley Johnstone and Cris Kellet (see section B above)**

4. A record will be kept for audit and safety purposes **(Use Forms 5+6)**

5. A monthly audit of controlled drugs will be carried out by Barbara Irving.

6. When no longer required all controlled drugs will be returned to the parent (see section I below)

7. Misuse of a controlled drug is an offence and will be dealt with under disciplinary procedures.

J. Administering Medicines

1. No student under 16 will be given medicines without their parent's written consent **(Use Form 2)**. Administration of rectal diazepam is dealt with in **Section P below**.

2. Where possible children will be encouraged to take responsibility for the administration of their own medication, under staff supervision. Whether a child is able to administer their own medication will vary according to each case and will be decided with the agreement of the child, parents/carers and external professionals.

3. Unless there is a good reason all pre-planned medication will be administered in the Learning Support Department.

4. When giving medicines staff will wash their hands and ensure a drink is available if required, then check

- The child's name
- The name of the medicine
- Method of administration
- Time/frequency of administration
- Prescribed dose
- Expiry date

- Any written instructions provided by the prescriber on the label or container.

5. If in doubt about any procedure staff should not administer the medicines. If staff do have any concerns they should bring them to the attention of a member of the Senior Leadership Team.

6. Written records will be kept by the member of staff administering the medicine **(Form 5/6)**

7. It is good practice to have the dosage and administration witnessed by a second adult and this will be done whenever possible

8. Parents must keep the school informed about any changes to instructions.

K. Refusing Medicine

1. If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal immediately if possible but certainly on the same day. If a refusal to take medicines results in an emergency the school will activate its normal emergency procedures.

L. Storing and Disposal of Medicines

1. Most medicines will be kept in a locked non-portable container to which only the named staff will have access **(see section I.3. above)**. If medicine needs to be kept cool it will be stored in a locked fridge. All such medicines will be placed in sealed plastic containers to separate them from food products.

2. Children will be told where their medicines are and who holds the key to the storage facility

3. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. These will be kept in the main office or in the Learning Support Department

4. Some emergency medication such as Epi-pens will be stored in the main office in a clearly labelled plastic container. Each child's medication will be kept in separate plastic bags, clearly labelled with a photograph and the child's name for easy recognition. The bag will also contain a copy of the child's health care plan outlining the emergency procedures for that child.

5. It is the parent/carers responsibility to ensure all emergency medication are in date.

6. Students should have access to their inhalers at all times and may carry them on their person as long as form 7 has been completed. At least one spare inhaler should be kept in the school office **(as L.3. above)**

7. Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. If parents do not

collect expired medicines they should be taken to a local pharmacy for safe disposal.

8. Sharps boxes should always be used for the disposal of needles which should be obtained on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

M. Self-Management

1. Where possible children should be encouraged to take responsibility for the administration of their own medication, under staff supervision. Whether a child is able to administer their own medication will vary according to each case and will be decided with the agreement of the child, parents/carers and external professionals.

2. Written permission is required from the Headteacher for a student to carry their own medication (**Use Form 7**)

N. Keeping Records

1. Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should ensure that this information is the same as that provided by the prescriber.

2. Medicines should always be in-date and provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

3. **Form 2** should be used to confirm, with the parents, that a member of staff will administer medicine to their child.

O. Off-site education, Work Experience and Residential Trips

The school will support actively pupils with medical conditions to participate in work experience, school trips and visits, or in sporting activities, and not prevent them from so doing. All reasonable adjustments, following a risk assessment, will be made to ensure students full participation in activities unless evidence from a clinician such as a GP states that this is not possible. Please see separate off site visits policy which includes information on risk assessments and Health and Safety Executive (HSE) guidance on school trips. The Educational Visits Co-ordinator (EVC) is Cris Kellet.

All staff should be aware that not all students, who have a medical condition or who are taking medication, will have an individual health care plan, in which case **Form 2** should be completed. For students with an Individual HealthCare Plan staff must ensure a copy of the plan is taken on the visit/activity.

P. Rectal Diazepam

In the unlikely event of diazepam needing to be administered rectally a full multi –agency planning meeting will be called and an action plan drawn up.

Q. Emergency Procedures

What constitutes an emergency will be different for each individual, however general emergency procedures can be found in the school's Health and Safety Policy. Where an IHCP is in place it will clearly define what constitutes an emergency and will outline what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Pupils will be informed in general terms of what to do in an emergency, such as telling an adult.

If a student needs to be taken to hospital by ambulance a member of staff will remain with the child until their parents/carers arrive.

R. Information gathering and sharing

Barbara Irving is responsible for ensuring that all relevant staff are made aware of the child's condition. Permission to share will be obtained from the parent/carer where the student is under 12 years of age in consultation with the student. For students over 12 years of age their wishes take greater precedence. Information will be shared with or without permission if by not doing so it places the student at risk of harm.

S. Staff bringing medicines into school for their own use (please also see The Health and Safety Policy)

Staff, wherever possible, should avoid bringing their own medicines into school. If this is unavoidable they should be securely locked away (in their car for example). Staff are responsible for their own medication.

T. Liability and indemnity

The school is covered by the Cumbria County Council's public liability insurance through Zurich.

The Zurich statement reads as follows:

*"Our Public Liability policies are written on a very wide basis to protect our Insured's from as many risks as possible and as such in most policies there is no specific exclusion in our Public Liability policies regarding medical treatment. Where there is currently a treatment exclusion we would **not** regard this as applying to the medical treatment risk.*

However, we would not expect the business of our Insured's to include risks arising from either medical diagnosis or prescription of drugs.

We would expect to cover liability arising from the provision of medical treatment arising out of the following activities.

i) first aid

ii) administration of prescribed and non prescribed drugs or medicines

Some examples of the treatments that would be covered under our policies are:

- Use of EpiPens

- Use of defibrillators

- Injections

- Dispensing prescribed and non prescribed medicines
- Application of appliances such as splints etc.
- Oral and topical medication

Cover under our public liability policies applies to employees and volunteers and we would expect these individuals to have received appropriate training and to follow any directions given by a medical professional.

Cover applies to our Insured's normal business activities, it would not apply where medical treatment was provided in a professional capacity to other parties for a fee or under contract.

U. Unacceptable Practice

School staff should use their discretion and judge each case on its merits, however the following practices are unacceptable:

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every student with the same condition requires the same treatment
- Ignoring the views of the student or their parents/carers; or ignoring medical evidence or opinion (although this may be challenged)
- Sending students with medical condition home frequently or prevent them from staying for normal school activities, including lunch, unless specified in their individual health care plans
- Sending students who become ill, unaccompanied or with someone unsuitable, to the school or other office or staff
- Penalising students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing students from drinking or eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- Requiring parents/carers, or otherwise make them feel obliged to attend school to administer medication or provide medical support for their child, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Preventing students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips e.g by requiring parents to accompany the child

V. Complaints

Please see the separate School Complaints Policy

Appendices

- Form 1 – Individual Health Care Plan for Pupils with Medical Needs
- Form 2 - Parental Permission for School Staff to administer medication
- Form 3 - Consent Form For use of Emergency Salbutamol Inhaler
- Form 4 - Head Teacher Agreement to Administer Medicine
- Form 5 – Record of Administration of Medication in Netherhall School
- Form 6 - Registration of Medication in Netherhall School
- Form 7 – Request for Pupil to carry and/or administer their own medication
- Form 8 - Staff Training Record – administering medications