

# Cleves Cross Primary School



## Managing Medicines in School Policy

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Head Teacher: Mrs A Lazenby  
Chair of Governors: Mr. C Orton



## Managing Medication in School

### CLEVES CROSS PRIMARY

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#### **1. Aims**

Cleves Cross Primary is an inclusive community that supports and welcomes pupils with medical conditions. We provide children with medical conditions with the same opportunities and access to activities (both school-based and out of school) as other pupils.

No child will be prevented from joining this school because arrangements for their medical condition have not been made. The aim is to ensure 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.

*United Nations Convention On the Rights of the Child (UNCRC)*

*Article 23 You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life. Article 28 You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.*

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- All staff feel confident in knowing what to do in an emergency

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing staff and visitors, where appropriate, information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

The named person for implementing this policy is Mrs Janine Atkinson

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

## **3. Roles and responsibilities**

**The governing body will:**

- Ensure that children can access and enjoy the same opportunities at school as any other child
- Focus on the needs of the individual child and how their medical conditions impacts on school life
- Ensure arrangements engender confidence for parents and pupils
- Oversee the development of a school policy, review it regularly and make it accessible to staff and parents
- Ensure that school policy and process for medical condition management does not negatively impact on the child's ability to learn
- Ensure that school policy and process promote confidence and self-care
- Ensure staff are trained properly to provide the support pupils need
- Ensure that the school insurance covers all situations

### **The HeadTeacher**

The HeadTeacher will:

- Make sure all staff and partners are aware of this policy and understand their roles in its implementation
- Ensure that there is a sufficient number of trained staff available to implement the policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure the school staff are appropriately insured and aware that they are insured to support pupils in this way

- Contact the school nursing service in the case of any pupil who has a medical condition that may require support in school, but who has not yet been brought to the attention of the school nurse
- Ensure the systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Authorise staff to administer medication

### **Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they are not required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

An up to date list of staff who are identified as responsible for medicines will be kept in the central file in the school office.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **Parents**

Parents will:

- Provide the school with efficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and will be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- Give written permission for staff to administer medication
- Provide, in date, medicines for school to use
- Provide contact details for themselves, or nominated adult, at all times
- Allow information sharing between the school and healthcare providers

### **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their medical condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of IHPs. They are also expected to comply with their IHPs.

### **School Nurse and other healthcare professionals**

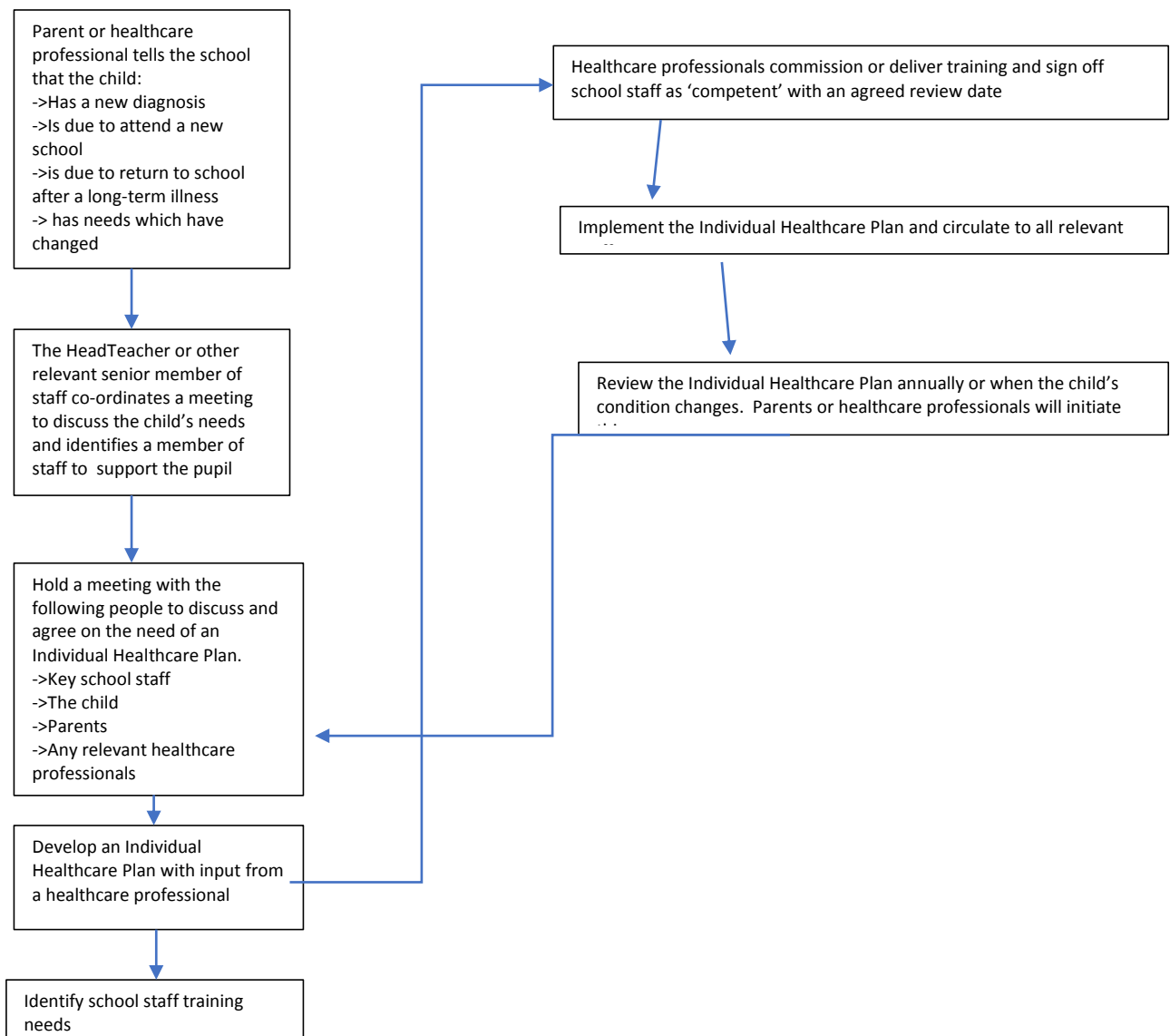
Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as G.P.s and paediatricians, will liaise with the school's nurse and notify them of any pupils identified as having a medical condition and support school staff on implementing a child's IHP (advice and liaison).

#### 4. Notification that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



#### 5. Individual Healthcare Plans

Mrs Alison Lazenby, the HeadTeacher, has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to: Mrs Janine Atkinson, Special Educational Needs Co-ordinator (SENDCO).

Plans will be reviewed at least annually, or earlier if the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the HeadTeacher, will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupils will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education Care Plan (EHC). If a pupil has SEN but does not have an EHC, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Mrs Lazenby, will consider the following when deciding what information to record on IHPs.

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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, e.g. crowded corridors, movement inside and outdoors.
- Specific support for pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete assessments, use of rest periods or additional support with catching up with lessons, counselling sessions etc.
- The level of support needed, including emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required.
- Arrangements for written permission from parents and Mrs Lazenby for medication to be administered by a member of staff or self-administered by the pupil 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 pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by a parent/pupil, the designated individuals to be entrusted with the information about the pupil's condition.

- What to do in an emergency, including who to contact, and the contingency arrangements.

## 6. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

At Cleves Cross we will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 7. Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where parents have given written consent.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 **will not** be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, pain relief) will first check maximum dosage and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medication that is:

- In date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely either in the classroom or in a locked fridge/cupboard in the staff room. Pupils will be informed about where their medicines are at all times and be able to access them immediately.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

An emergency inhaler is available and can be used, with a spacer, when needed - and a replacement will be requested of the parents.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as Morphine or Ritalin.

All controlled drugs are kept in a secure cupboard in the staff room and only named staff have access.

Controlled drugs will easily be accessible in an emergency and a record of any doses of the amount held will be kept.

### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible (inhalers). Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure in the IHP and inform parents so that an alternative can be considered, if necessary.

### **Unacceptable practice**

It is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medications when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical opinion or evidence (although this may be challenged)
- Send children with medical conditions home regularly for reasons associated with their medical condition or prevent them from staying for normal school activities
- Penalise children if their attendance record or their absences are related to their medical condition, e.g. hospital appointments
- If the pupil becomes ill, send them to the office or staff room unaccompanied or with someone inappropriate
- Prevent pupils from eating, drinking or taking toilet breaks or other breaks whenever they need to in order to manage their medical conditions effectively
- Require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their pupil, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicines in school toilets



## **8. Emergency procedures**

Staff will know the school's emergency procedures (for example, calling 999)

All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development of the IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the HeadTeacher or person responsible.

The training will be kept up to date.

Training will be:

- Sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff are aware of the policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

## **10. Record keeping**

Parents will be asked if their child has any medical conditions on the enrolment form.

Parents are informed if their child has been unwell.

IHPs are kept in a central file, in a locked cupboard, in the school office which all staff are aware of.

The governing body will ensure that written records are kept of all medicine administered to pupils. This includes the dose, time, date and supervising staff. The record of administration for the pupil will be held in the class SEND file in the pupil's classroom- in a lockable cupboard.

The school makes sure the pupil's confidentiality is protected and will seek parental consent before sharing medical information with any other party.

## **11. Liability and indemnity**

Cleves Cross Primary and Nursery School through Cleves Cross Learning Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:  
Zurich Municipal Insurance Policy Number:KSC-242095-3653.  
The policy provides Public, Products, Pollution and Employers Liability of £25,000,000.

We are not currently in the Department for Education's risk protection arrangement (RPA) as we are fully insured through a Long Term Agreement with Zurich Municipal which is in its final year and expires on 31/10/2019.

### **12. Complaints**

Parents with a complaint about their child's medical condition, should discuss these directly with Mrs Lazenby, in the first instance, and Mrs Atkinson, if the HeadTeacher is unavailable. If the matter cannot be resolved, they will direct parents to the school's complaints procedure.

### **13. Monitoring arrangements**

This policy will be reviewed, evaluated, updated and approved by the governing body annually. The school will seek feedback, from key stakeholders including pupils, staff, parents, partners and healthcare professionals.

### **14. Communication strategy**

This policy will be communicated to staff, children, parents and partners through the school's website and will be available in hard copy on request.

### **15. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Asthma policy