



# **Supporting pupils at school with medical conditions and administration of medicine Policy**

River Bank Primary School

July 2023


## 1. **Purpose of the Procedure**

- 1.1. The Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the school with medical conditions. Pupils with medical conditions cannot be denied admission or excluded from school on medical grounds alone unless accepting a child in school would be detrimental to the health of that child or others.
- 1.2. The aim of this document 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 and achieve their potential.


## 2. **Scope of the Procedure**

- 2.1. The procedure applies to all employees.
- 2.2. This procedure should be read in conjunction with the relevant statutory guidance; Supporting pupils at school with medical conditions, DfE, which provides greater detail regarding notification and Individual Health Care Plans and with the school's Intimate Care and Close Contact Policy.
- 2.3. All staff will be expected to have an awareness of those children with medical conditions and how to respond in an emergency, if staff are in doubt they should call 999 and ensure the pupil is not left unattended. This policy will form part of the school's induction arrangements.

## 3. **Roles and Responsibilities**

- 3.1. Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of pupils with medical conditions are met effectively.
  - 3.2. The governing body will ensure that the school develops and implements a policy for supporting pupils with medical conditions. It will ensure that suitable accommodation for the care of pupils with medical conditions is available. It will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. It will ensure that the appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions.
  - 3.3. The Headteacher will ensure that the school's policy is developed and effectively implemented with partners. They will ensure that all staff are aware of the policy and understand their role in its implementation. They will make sure that sufficient numbers of staff are available to implement the policy and deliver against all Individual Health Care Plans, including in emergency and contingency situations. The Headteacher has the overall responsibility for the development of Individual Health Care Plans. They will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. A member of the office staff will contact the school
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nursing service in the case of any child who has a medical condition that may require support at school.


- 3.4. School staff may be asked to provide support to pupils with medical conditions, including the administering of medicines and intimate care, although they cannot be required to do so unless it is covered within their job description. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Training will be provided to these staff. A pupil taken by ambulance to hospital will be accompanied by a member of staff who will stay with the child until a parent or carer arrives.
  - 3.5. Appropriately trained staff (those trained by a member of the medical profession) can use EpiPens and defibrillators, administer injections, dispense prescribed oral medicines and apply splints and topical medicine and other medical support covered for example within a First Aid certificate or where appropriate training has been provided. All medication must be administered as prescribed by a medical professional. School staff may also be asked to provide other support, for example; assisting with feeding, including enteral feeds, or toileting, including changing colostomy bags and catheterisation.
  - 3.6. School nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support at school. School nurses may support staff on implementing a child's Individual Health Care Plan and provide training, advice and liaison.
  - 3.7. Other healthcare professionals, including GPs and paediatricians notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing Individual Health Care Plans.
  - 3.8. Pupils will be fully involved in discussions about their medical support needs and, where appropriate, will contribute as much as possible to the development of their Individual Health Care Plan since they know best how their condition affects them. Other pupils in the school will be encouraged to be sensitive to the needs of those with medical conditions.
  - 3.9. Parents/carers will provide the school with up-to-date information about their child's medical needs. They will be involved in the development and review of their child's Individual Health Care Plan. They will carry out any action they have agreed to as part of its implementation and ensure they or another nominated adult are contactable at all times. Where possible parents/carers should be encouraged to request that medication is prescribed in dose frequencies which enable it to be taken outside of school hours. Where possible parents/carers should be encouraged to support their child in learning for example to self- catheterise, monitor own blood sugar levels, administer their own insulin. This is not an exhaustive list.
  - 3.10. Local authorities should work with schools to support pupils with medical conditions to attend full time.
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- 3.11. Health services can provide valuable support, information, advice and guidance to schools and their staff to support children with medical conditions at school.
- 3.12. Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to children's needs and that health services are able to co-operate with schools supporting children with medical conditions.
- 3.13. Ofsted Inspectors consider the needs of pupils with chronic or long term medical conditions and also those of disabled children and pupils with SEN. The school will demonstrate that the policy dealing with medical needs is implemented effectively.

#### 4. **Staff training and support**


- 4.1. Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. Staff must not send a child who becomes ill to the school office or medical room unaccompanied or with another child.
- 4.2. Pupils competent in managing their own health needs will be allowed to carry their own medicines and devices if that does not pose a risk to other pupils. Younger pupils or those not deemed competent to manage their own health needs should know where their medicines and relevant devices are.
- 4.3. Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure or in providing medication.
- 4.4. The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents can also contribute by providing specific advice.
- 4.5. Our risk protection arrangement insurance cover provides liability insurance for appropriately trained staff (those trained by a member of the medical profession) to use EpiPens, defibrillators, injections, dispensing prescribed medicines, application of appliances such as splints and oral and topical medicine. All such medication must be administered as prescribed by a medical professional. In other situations staff are covered provided they have followed the Individual Health Care Plan in place and have had relevant training.

#### 5. **Managing medicines on the school premises**

- 5.1. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
  - 5.2. No child under 16 will be given prescription medicines without their parents' written consent.
  - 5.3. A child under 16 should never be given medicines containing aspirin unless prescribed by a doctor.
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- 5.4. The school will only accept prescribed medicines that have been prescribed by an appropriate practitioner. The medication must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pump, rather than in its original container. A medical indemnity form for schools can be found in appendix 1.
- 5.5. All medicines will be stored safely in the medical room in a locked cupboard or locked fridge (inhalers in the child's classroom cupboard). Children should know where their medicines are at all times and be able to access them immediately. The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency.
- 5.6. Staff administering a controlled drug must do so in accordance with the prescriber's instructions and/or in accordance with the recommended dosage. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects should also be noted. A record of prescribed medicines form can be found in appendix 2.
- 5.7. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. Older pupils may carry devices and medicines with them whilst for younger pupils these will be stored appropriately and where the child, the class teacher, class TA and other appropriate staff know how to access them.
- 5.8. During school trips, older pupils may carry devices and medicines with them whilst for younger pupils these will be carried by the class teacher, class TA or other appropriate member of staff so that the child can readily access them when needed.
- 5.9. If a pupil refuses to take medication or carry out a necessary procedure they should not be forced by staff. The procedure agreed in the Individual Health Care Plan should be followed and the parent/carer informed.
- 5.10. Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Medication no longer required or out of date should not be allowed to accumulate.

## 6. **Unacceptable Practices**

- 6.1. Each child's case will be judged on its own merit and with reference to the child's Individual Health Care Plan; however it is not generally acceptable practice to:
- 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.
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- Ignore medical evidence or opinion (although this may be challenged) or ignore the views of the child or their parents.
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the Individual Health Care Plan.
- Send an unwell child to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents or 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.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trip, e.g. by requiring parents to accompany the child.

## 7. **Emergency Procedures**

- 7.1. If an emergency arises with a pupil with a medical condition or in relation to administration of medication then the procedure given in appendix 3 should be followed.

## 8. **Review**

- 8.1. This policy will be reviewed by the full governing body biannually.

Signed:

*R. Mahmood*

Adopted: June 2023

Review Date: June 2025

## MEDICAL INDEMNITY FORM

CHILD'S NAME		CLASS
NAME OF MEDICINE	If more than one medicine is to be given a separate form should be completed for each.	
DOSAGE		
TIME TO BE GIVEN		
ANY OTHER INSTRUCTIONS [INCLUDE DETAILS OF INHALERS IF ANY]		
NAME & EMERGENCY CONTACT OF PARENT/CARER:		
<p>In consideration for the Headteacher or the School's staff agreeing to give medication to my/our above named child during school hours, I/we agreed to indemnify the Headteacher, the School's staff and the Local Education Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the School's staff or the Local Education Authority.</p> <p>Signature of Parent .....</p> <p>.....Date.....</p>		

Date					
Time Given					
Signed					

Date medicine returned to parent on completion of course .....

Appendix 2 RECORD

OF PRESCRIBED MEDICINES GIVEN TO A PUPIL

Pupil's Name	
Date of Birth	

	Date	Time	Medicine Given	Dose	Signature	Inhaler running total of doses
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



A copy of this information will be displayed in the academy office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
    - ☐ The school's telephone number: 01582 531860
    - ☐ Your name
    - ☐ Your location: River Bank Primary School, Bath Road, Luton, LU3 1ES
    - ☐ Provide the exact location of the patient within the school
    - ☐ Provide the name of the pupil and a brief description of their symptoms and medical condition and/or medication administered
    - ☐ Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
  - Ask office staff to contact the site team to open relevant gates for entry.
  - Contact the parents/carers to inform them of the situation.
  - A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the pupil in the ambulance.
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