

WEATHERFIELD ACADEMY

To become the best person you can be.



Supporting Pupils with Medical Conditions and Medication Administration Policy

C Hanley February 2023
Review February 2024

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1. Introduction

The Children and Families Act 2014 (Section 100) places a duty upon the Board of Trustees, Governors and staff at Weatherfield Academy to make arrangements for supporting pupils at school with their medical conditions in line with the statutory guidance issued. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused 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.

Weatherfield Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need and Weatherfield Academy remains legally responsible and accountable for fulfilling their statutory duty.

All staff are to be aware of and follow pupils' individual healthcare plans (IHP), particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school's standard emergency procedure will be followed.

2. Definition of medical condition

Pupils' medical conditions may be summarised as being of two types:

- Short-term potentially affecting their participation in school activities while they are on a course of medication
- Long-term potentially limiting their access to education and requiring extra care and support (requiring an IHP).

Other definitions:

Prescription medication are medicines, such as antibiotics, which must be prescribed by a qualified health professional. This may be a GP, hospital doctor, dentist, nurse, pharmacist, optometrist, physiotherapist or podiatrist.

3. Aims

Weatherfield Academy aims to:

- Welcome and support pupils with medical conditions and make arrangements for them based on good practice
- Ensure that pupils, staff and parents/carers are aware of how our school will support pupils with medical conditions
- Ensure that pupils with medical conditions are properly supported to allow them to access their education as other pupils do, including school trips and sporting activities
- Develop and monitor individual healthcare plans (IHP) on notification of a child's medical condition
- Adopt and implement the statutory guidance and the policy.
- Educate staff in respect of providing support to children with medical conditions.
- Arrange suitable training for staff, as required, to support pupils with medical conditions.
- Liaise, as necessary, with parents/carers and medical services in support of the individual pupil.
- Provide emergency support to children in line with their individual healthcare plans.
- Ensure that all children with medical conditions participate in all aspects of school life.

- Monitor and keep appropriate records.
- Provide information on school policies, plans, procedures and systems.

4. Roles and responsibilities

The Governing Body

The Governing Body will

- ensure that this policy enables provision of effective support for medical conditions in the academy in line with the Statutory guidance “Supporting Pupils at School with Medical Conditions” December 2015 and any other related guidance from the DfE.
- focus on the needs of individuals in ensuring that pupils and parents have confidence in our Academy’s ability to provide effective support.
- Delegates all responsibility for the day-to-day implementation and delivery of the policy to the Headteacher
- The governing body accepts that all employees have rights in relation to supporting pupils with medical needs as follows:
 - Receive training as appropriate and work to clear guidelines;
 - Bring to the attention of management any concern or matter relating to supporting pupils with medical conditions.
- The governing body will ensure that the level of insurance in place reflects the level of risk.

The Headteacher

The Headteacher will

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all IHPs, including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that 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 at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child’s medical needs and that this information is kept up to date

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 will not be 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.

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.

First Aiders

First aiders will support pupils by administering medication, where consent forms are in place, and support those pupils with long term conditions to administer their own medication under supervision.

The management of medicines can only be carried out by first aiders who have had relevant and up to date training.

School nurses 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 GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

Parents and carers

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information.

Parents and carers are responsible for

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Completing a parental agreement for school to administer medication form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where possible, arranging for medication to be taken outside of the school day

Pupils

Pupils with medical conditions will often be best placed to provide information about how their 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 their IHPs.

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

5. Equal opportunities

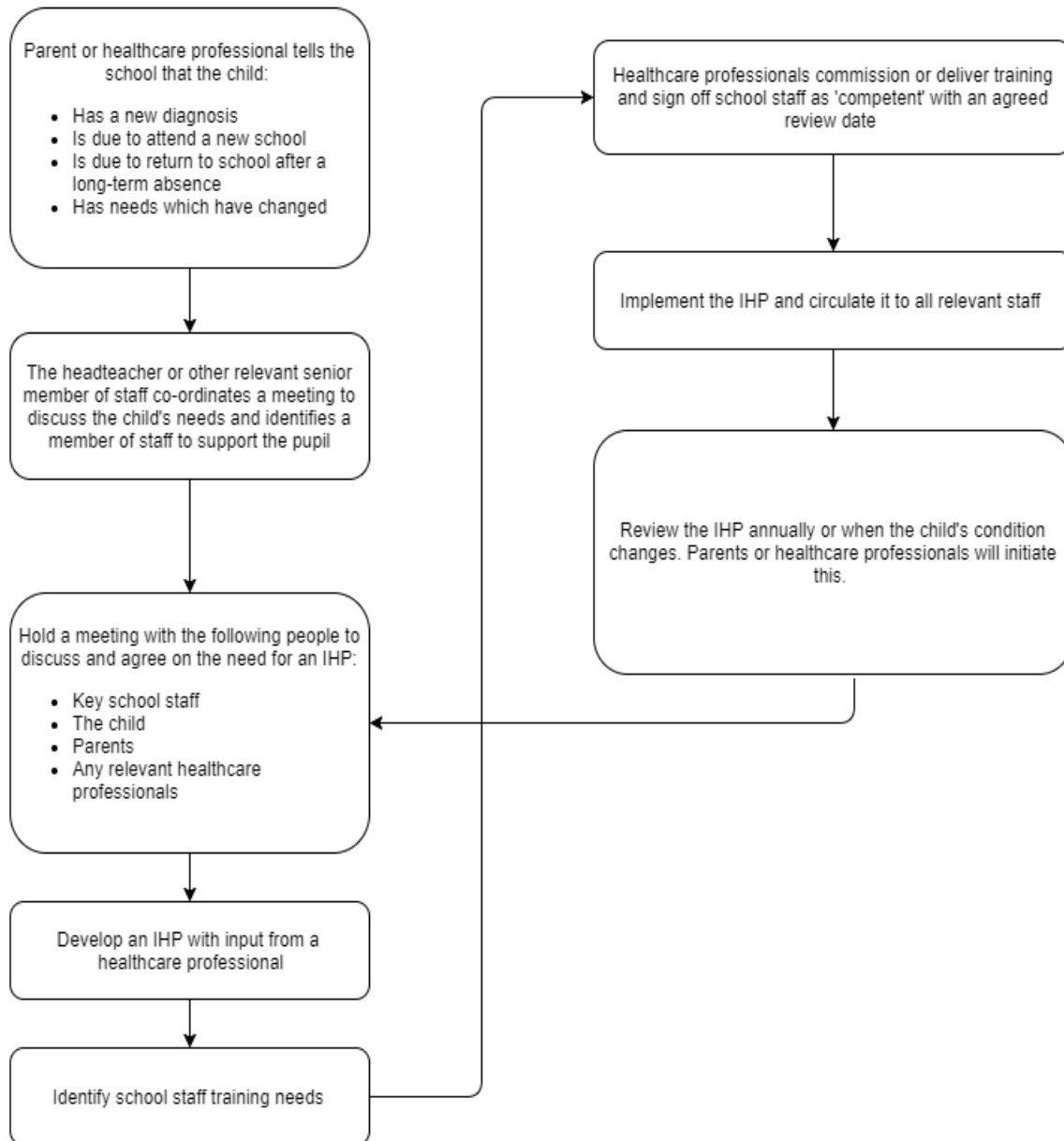
Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully 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.

6. Being notified 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 academy will make every effort to ensure that arrangements are put in place as soon as possible for pupils who are new to our school



7. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that 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 and 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 pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of an education, health and care (EHC) plan.

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 body and head teacher 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, travel time between lessons
- Specific support for the pupil'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, including in emergencies. As well as using the PEEP (personal emergency egress plan) if required
- 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 the Headteacher 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 the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and any contingency arrangements

8. Managing 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 we have parents' written consent (**Appendix 2**)

Students who are under 16 are not usually seen by GP's without their parents/carers knowledge and therefore the expectation is that parents are aware of any medication their child/ward is taking. Where the academy is aware that a pupil is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the designated safeguarding lead at the Academy.

The school will only accept prescribed medicines that are:

- 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. 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.

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

When members of staff are administering medication, they will check the child's administration of medication consent form and record form against the medication, to ensure that the dosage and timing are correct. They will then administer the medication as required and record this on the form.

[Pain relief and anti-histamine medication](#)

Pupils under 16 will not be given medicine containing aspirin (such as ibuprofen) unless prescribed by a doctor.

Anyone giving a pupil any medication will first check maximum dosages and when the previous dosage was taken. If pain relief or antihistamine is required before midday parents must be contacted to confirm if any has been taken at home. Parents will always be informed if pain relief or anti-histamine has been administered at school and what time.

The academy will only give non-prescription medicines to pupils for a maximum of 3 days, even where parents give permission. The only exception to this is if pain relief is required during the healing period of an injury such as a sprained joint, or broken/fractured limb.

Some medicines need to be given at specific times, for example:

- Before, with or after food – the absence/presence of food in the stomach can affect how the medicine works and may cause unwanted effects
- Some illness can only be controlled with very precise dose timings, for example, seizures may only be controlled if the medication is taken at set times

[Oral Mixtures](#)

A measuring spoon/syringe/vessel must be provided by the parents/carers and the dose of medicine is measured using this. Instructions on the medication label must be followed. Each individual pupil's spoon/syringe/vessel should be cleaned and kept with their own medication

[Tablets/Capsules](#)

Pupils who need tablets usually take them before or after their meal according to their GP's instructions. They may however be needed at other times of the day. Pupils should go to the Medical Room and ask for their tablets from the appropriate member of staff.

[Inhalers](#)

Inhalers will be kept in the medical room. When the pupil needs to take their inhaler, e.g. before a PE lesson, or at break time/lunchtime, the first aid staff supervising this will record this on their individual record sheet. When a pupil increases the number of times they need their inhaler, the staff will inform the parents/carers.

[Emergency Medication for Anaphylactic Shock](#)

Pupils with a known allergy, for example, to wasp stings, food allergies and medications, should have an emergency action plan, completed by their healthcare professional.

Where an adrenaline auto-injector has been prescribed, the pupil's parent/carer should ensure that two in date adrenaline auto injectors (e.g. an Epi Pen) are kept in the school. Both autoinjectors

should be kept in a container clearly labelled with the child's name, class and photograph in an unlocked cupboard.

Eye, Nose and Ear Drops

Weatherfield academy staff will only administer ear, nose or eye drops prescribed by a healthcare professional. All efforts should be made for the pupil's ear, nose or eye drops to be instilled at home by the parents/carers.

Ointments/creams

Weatherfield academy staff will only administer ointments/creams prescribed by a healthcare professional. All efforts should be made for the pupil's ointment/cream to be applied at home by parents/carers

If it is necessary to apply a prescribed dose during school hours, a parental consent form should be completed. If it is a long-term prescription (i.e. more than 4 weeks), a Healthcare Plan should be provided by the pupil's healthcare professionals.

The pupil will be encouraged to apply the cream/ointment themselves, under supervision from a member of staff. Where this is not possible due to competency or location area on the body then the Consent form for application of creams/ointments for medical reasons, **Appendix 3**, should be completed.

Refusal to Take Medication

If a pupil refuses to take their medication, staff should not force them to do so. If a prescribed condition critical medication is refused, the academy must take prompt action by informing the parents/carers and healthcare professional as soon as possible, as outlined in their IHP.

If a pupil refuses to take a non-prescribed medication, this should be recorded in the pupil's records. Parents/carers should be informed of the refusal on the same day. If a refusal to take medication results in an emergency, the academy's emergency procedures should be followed.

Storage and Access

All medications should be stored safely. Pupils with medical conditions should know where they are at all times and have access to them immediately.

A refrigerator is provided in the medical room to provide cold storage for medications once opened, if required, as directed by prescription/written instructions from a healthcare professional.

Medications should not be stored in any first aid boxes on the premises.

Medicine should be stored in the Medical Room cupboard or refrigerator, with each pupil's medicine clearly marked with the pupil's name and the dose to be taken.

Adrenaline auto-injectors will be stored in a box clearly labelled with the child's name and photograph for clear identification. It is essential that a pupil's emergency medication is immediately accessible for that pupil, if participating in an extracurricular activity, including before and after school clubs, whether led by the school or an external provider.

Disposal of Medicines

Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. There is a sharps box in the medical room.

If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken off site with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

9. Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments.

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

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

When a controlled drug is prescribed, and has to be administered during school hours, it should be highlighted on the IHP. Extra training requirements should be highlighted and undertaken for staff administering a controlled drug. Advice should be sought from healthcare professionals, or the school nurse, together with consultation with the parents/carers.

The following requirements should be met, in line with the above legislation: -

Storage

The medication should be double locked, i.e. in an appropriate storage container, in a locked room.

The medication may need to be kept refrigerated once opened.

Named staff only should be allowed access to the medication. A plan for obtaining the medication for a medical emergency, or school evacuation, should be put into place.

Administering

Two members of staff should be present when the drug is to be administered, to double check the dose is correct. One person will administer the dose, and the second person will witness its administration.

Record keeping

A separate controlled drug register should be kept, to record each dose that is administered, and should be signed by the two members of staff who administer the medication. This register is to be kept for two years from the date of the last entry in the register.

If misuse of a controlled drug is suspected, all records should be checked by senior management and the head teacher, and reported to the police/local intelligence network (LIN).

Unused controlled drugs should be destroyed under specific controlled conditions. This should be referred to on the individual's IHP.

10. Managing Medication on an Outing/Residential Visit

It is good practice for schools to encourage pupils with medical needs to participate in off site visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Risk assessments are completed before each school trip and outing. Risks for pupils with known medical conditions are considered, as well as any potential risk to others. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Pupils who require short term medication for the duration of the trip/residential

Parents/carers complete medical forms at least three weeks before the visit at which point the Academy will establish, from parents/carers, the medication, circumstances in which it can be administered, the precise time the dose is given and the exact dose.

All medication must be provided in the original packaging as supplied from the pharmacy.

Travel Sickness

Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an administration of medication permission and record form.

Pain Relief

Pupil's/students who require regular/prescribed pain relief that needs to be taken whilst on an outing/residential visit must bring in their own supply of the medication and parents must complete a separate medication consent form. All pupil/student medication will be held in by the first aider.

Pupils with an Individual Healthcare Plan in place

For pupils with known medical conditions, staff will contact the parents/carers in advance of the trip. This will ensure that they are fully briefed to ensure that there are adequate quantities of medication available, that the pupil's condition is stable, and which emergency details are required should the pupil need to have additional support. This is documented for the designated first aider.

Group leaders will ensure that staff keep the inhalers for pupils allocated to them. All doses administered need to be recorded.

Controlled drugs

The academy will make every effort to accommodate pupils with a medical condition who require controlled drugs to be administered when in the school's care, but off the school premises. For a residential visit, consultation with the venue will need to take place, to ensure safe storage facilities will be in place. Medication that is taken out on a school day trip has the same administration requirements as documented in section 9. Controlled drugs should be signed out of the register and then signed back in and the entry for administration whilst out on the trip be completed too.

11. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication 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 evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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 otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, 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 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, medicine in school toilets

12. Emergency procedures

Staff will follow the school's normal emergency procedures. 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.

13. 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 or review of 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. 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 will receive training so that they are aware of this 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.

14. Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils. Parents/parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of

Health and safety governors subcommittee annually check all medical room records

15. Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

16. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

17. Links to other policies

This policy links to the following:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Intimate care
- Health and safety
- Child Protection and Safeguarding
- Special educational needs information report
- Risk assessment
- Educational visits

Appendix 1

Individual healthcare Plan

Name of school/setting	Weatherfield Academy			
Child's name				
Group/class/form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Family Contact Information				
Name				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Clinic/Hospital Contact				
Name				
Phone no.				
G.P.				
Name				
Phone no.				

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

	Name	Signature	Date
Young Person			
Parent/Carer			
School Staff			
Healthcare Professional			
School Nurse			

Review Date

Form copied to

Appendix 2

Weatherfield Academy
Consent form for school to administer medication

The school will not give your child medicine unless you complete and sign this form.

Name of school	Weatherfield Academy			
Name of child				
Date of birth				
Group/class/form				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Date dispensed				
Expiry date				
Agreed review date to be initiated by				
Dosage and method				
Timing				
Special precautions				
Are there any side effects that the school/setting needs to know about?				
Self-administration	No			
Procedures to take in an emergency				
Contact Details				
Name				
Daytime telephone no.				
Relationship to child				
Address				
I understand that I must deliver the medicine personally to:	School, or given to the passenger assistant on transport.			

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Parent/carer

Name.....Date.....

Parent/carer

Signature.....

Weatherfield Academy

Consent form for application of creams/ointments for medical reasons

For pupils who require assistance with the application of creams/ointments for medical reasons
(The body map must be completed by the parent/carer before any cream or ointment is applied at school)

Name of pupil.....Date of BirthClass.....

Name of medication.....

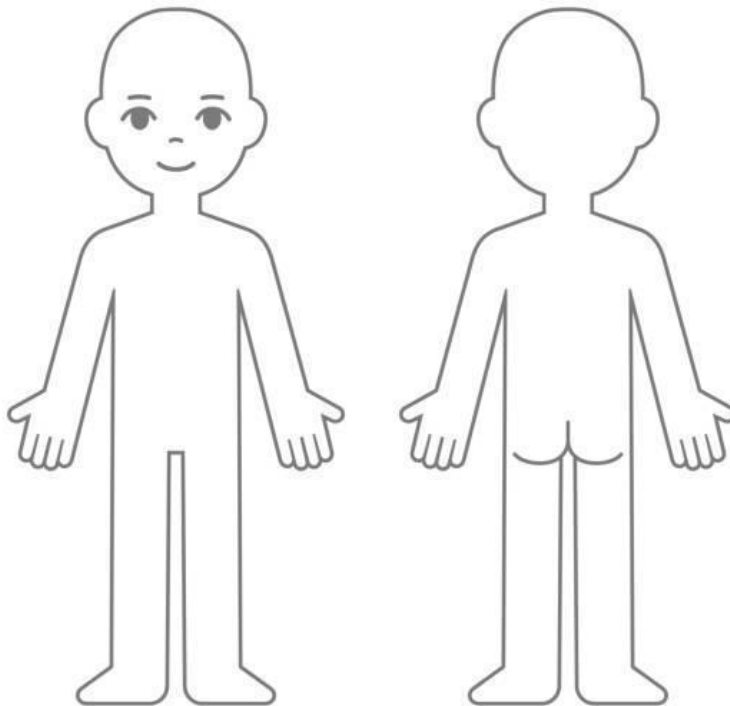
Reason for and frequency of application

.....
.....
.....

Name(s) of staff to apply prescribed cream/ointment



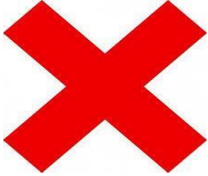







.....

Indicate below the affected area where cream/ointment may require applying.



Parent/carer
signature..... Date.....

Parent/carer name.....

<p>Loose strips of medication</p> 		<p>Should not be accepted</p> <p>Medications should only be provided in the original container they were prescribed or purchased in, with appropriate directions</p>
<p>Tablets/capsules/liquids decanted into another bottle or syringe by parent/carer</p> 		<p>Should not be accepted, as has been decanted into a different bottle to the one they were dispensed/purchased in.</p> <p>Medication should only be provided in the original container they were dispensed or purchased in.</p>
<p>Tablets/capsules/liquids decanted into another bottle by a community pharmacy</p> 		<p>Can be accepted as decanted into a different bottle by a pharmacist and contains a pharmacy label which includes Patients name, name of drug, dosage, frequency, date of dispensing and pharmacy details.</p> <p>Expiry dates should be as per the guidance in the patient information leaflet or a maximum of 12 months from the dispensing date</p>
<p>Insulin pens (not in original box)</p> 		<p>Insulin pens must still be in date but will generally be available to schools inside an insulin pen or pump rather than its original container.</p>
<p>Reliever inhalers (in the original box)</p> 		<p>Reliever inhalers with a pharmacy label with the students name on it will be accepted.</p> <p>Preventer inhalers should not be sent into school unless requested by a medical professional. Documentation supporting this request should be provided.</p>

