

Administering Medicines & Supporting Students with Medical Conditions Policy



Approved by:	Full Governing Body	Date:
Last reviewed on:	November 2023	
Next review due by:	November 2024	

Introduction

To be read in conjunction with:

- Supporting students at school with medical conditions, Statutory guidance (December 2015)
- Sydenham School Attendance and Punctuality Policy
- Sydenham School SEND Policy
- Sydenham School First Aid Policy
- Sydenham School Health and Safety Policy
- Sydenham School Education Visits Policy

Aims

This policy aims to ensure that:

- Students, staff and parents/carers understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHCPs)

Personnel

The person responsible for leading on supporting students with managing medicines in school is called:

Title: First Aid Administrator

Name: Charmaine Cover

Location: Attendance and Medical Office.

Responsibilities

Governors

The governing body has ultimate responsibility to make arrangements to support students with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

Headteacher

The Headteacher is responsible for:

- Clearly identifying the roles and responsibilities for those involved in the supporting students with medical conditions.
- Ensuring that sufficient numbers of staff are suitably trained and able to access all relevant information and teaching support materials required to assist students with medical conditions.
- Ensuring that sufficient numbers of trained staff are available to support students' medical needs at all times whilst they are under the care of the school, including making contingency plans for staff absence and emergency situations.
- Ensuring that information regarding an individual student's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis.
- Ensuring that risk assessments take into account the additional risks posed to individual students as a result of their medical conditions.

First Aid Administrator

The First Aid Administrator is responsible for:

- Ensuring that IHCPs are completed for relevant students and that they are updated annually.
- Monitoring that medication is being administered according to any agreements recorded.
- Monitoring that records of medication administered are being completed in line with policy.
- Ensuring that students' additional medical needs are being met to the highest standards both on the premises and off (whilst on educational visits and activities).
- Ensuring they are familiar with this policy and all the appendices including the consent forms and plans.
- Ensuring that all staff, including supply and agency staff, and volunteers working with their class know which children might require emergency medication (i.e. inhalers or auto-immune injectors) and where this can be found.
- Ensuring that a child who has had a prolonged absence from school due to a long-term health need is receiving the additional support required to help them readjust and access learning.

- Risk-assessing the procedures for administering medicines in the school.

Staff

Staff are responsible for:

- Ensuring that students receive any support or medication stated in their plans/agreements at the times and according to the dose stated.
- Ensuring that all staff, including supply and agency staff, and volunteers holding this information are aware of the need for confidentiality.
- Ensuring that any concerns are shared with the person responsible for supporting students with medical conditions.
- Recording all doses of medication administered.

Liaising with parents/carers

The school promotes ongoing communication with parents/carers in order to ensure that the specific medical needs of all students in our care are known and met.

Parents/carers must inform the First Aid Administrator if their child has or develops a medical condition and, where appropriate, provide the school with appropriate medical evidence and/or advice relating to their child's medical condition.

Where appropriate, parents/carers will be invited to consult with the school and relevant healthcare professionals in order to produce an IHCP for their child. Parents/carers should also inform the First Aid Administrator if their child will require prescription or non-prescription medication to be taken over a specified period of time at the school, and of any changes to the medication required.

The school requests that medication is only taken at the school if it is essential, i.e. where it would be detrimental to the student's health not to administer the medication during the school day. To this end, medicines should generally be taken at home, before and after the school day where possible. The school will therefore only administer medicine if it is prescribed as four times a day or more. Any variance to this will be at the discretion of the Headteacher.

Where students require medication for pain relief (i.e. Calpol, Paracetamol, Ibruprofen etc) for a specific medical or health issue, parents/carers need to bring this to the school office and complete an 'Agreement for School to Administer Medicines' form (Appendix 2). School will administer this in line with the manufacturer's guidelines, including the timeframes advised i.e. not administering it for more than a 24-hour period (except at the direct discretion of the Headteacher). School will need to know the time when the last dose was given at home in order to agree to give subsequent doses.

Unless otherwise stated in an IHCP or similar plan, the medicine will need to be brought in each morning and collected each afternoon. This will allow for communication between parents/carers and school about the doses that have been administered, both at home and at school.

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

- when it would be detrimental to a child's health or school attendance not to do so **and**
- when we have parent's written consent.

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

Staff at the school will not administer any medication to a student without obtaining prior written permission from his or her parents/carers. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

Unless in exceptional circumstances, no student under the age of 16 will be given prescription or non-prescription medication without parental consent.

Individual Health Care Plans (IHCPs)

The school will focus on the on the needs of each individual student and how their medical condition impacts of their school life, including how the medical condition impacts on a student's ability to learn and will take steps to help increase students' confidence and ability to self-care.

Where a student has long-term or complex medical condition or health needs, the school will, where appropriate, produce an IHCP for that student, in accordance with Appendix 1. A template IHCP is set out in Appendix 3.

The IHCP will be prepared following consultation with the parents/carers, the student (where appropriate) and school nurse and/or any other relevant healthcare professional. Where there are healthcare professionals leading on the long-term treatment for the student, they should be responsible for writing the IHCP as they hold the relevant expertise, i.e. where a child has an asthma care nurse or the GP has prescribed emergency medicine for severe allergies. The school holds no such expertise.

Where appropriate, the IHCP should be linked with a student's Education, Health and Care Plan (EHCP). Where a student has special educational need, but does not have a statement or EHCP, their special educational need should be mentioned in their IHCP.

The IHCP will be presented to the parents/carers for approval prior to its implementation to ensure the school holds accurate information about the medical condition of any student with long-term needs.

Once the IHCP is approved the First Aid Administrator will be responsible for its maintenance and implementation.

The IHCP will be reviewed at least annually or more frequently where a student's needs change.

Information about students with medical needs

Any information (IHCPs) about any of our students who require additional support for health and wellbeing is stored on the school's secure management system and updated regularly (as condition or medicines change) as well as annually. Any information is dated in order to ensure that current details are followed.

All IHCPs and plans are stored in the same area in order that the doses given are recorded immediately after the medication is given.

All such documentation is stored with good data protection practice in mind.

Training

The school will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties. Staff must not give medication or undertake healthcare procedures without appropriate training. As a result, all staff will receive training in school procedures for supporting students with medical needs as part of safeguarding children.

The Headteacher is responsible for the administration of medicine and the arrangements for students with medical conditions within the school. He/she will delegate duties as appropriate to the First Aid Administrator and other named members of staff who have received appropriate training.

The First Aid Administrator will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to students' IHCPs.

If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual student will be provided to appropriate staff by the school nurse and/or a qualified health professional, where appropriate.

Staff **must not** give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt, a first aid certificate **does not** constitute appropriate training in supporting students with medical conditions.

All staff will be made aware of the terms of this policy and the school's arrangements for supporting students with medical conditions and their role in implementing the terms of this policy.

All new starters will be made aware of the terms of this policy during their induction.

Equal opportunities

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

The school will consider what reasonable adjustments need to be made to enable these students 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 students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

Insurance

Lewisham Council will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the school. Lewisham maintains records of the RPAs for the school. This can be checked with the Procurement and Contracts Manager at the Trust.

All staff who are required to administer medicines or to provide support to students with medical conditions are covered by the school's liability insurance. A copy of the relevant insurance policy is available to all staff on request.

Medical records and consent

Parents/carers of all students at the school are required to complete the relevant parental agreement to administer medicine before medication is administered to their child. The document they sign will be dependent on the needs of the child and the types of support required.

Where school staff administer medicines in accordance with a medical plan or written agreement with parents/carers (i.e. Appendix 2), all doses given will be recorded.

Staff administering medicines will record it on the relevant area on SIMS **each time** a medicine is administered. Written records of all medication administered to every student are retained by the First Aid Administrator and relevant records can be provided, subject always to the law on data protection, to parents/carers on request. These records are regularly reviewed by the First Aid Administrator.

Prescription and non-prescription medication

As a general rule, staff will not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.

Staff may only administer certain non-prescription medication such as pain and fever relief under the restrictions mentioned previously, if the parents/carers have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents/carers will be asked to sign Appendix 2 to confirm their agreement to staff administering such medication over a short duration and to confirm that the student has not suffered an adverse reaction to the medication in the past.

No student shall be given medicine containing aspirin unless prescribed for that particular student by a doctor.

Self-medication

The school recognises that students should be allowed to carry their own medicines and relevant devices (such as inhalers) according to their age, maturity and the impact/effects of the medication on others, wherever possible, or should be able to access their medicines for self-medication quickly and easily. This will be agreed upon in the IHCP.

Following consultation between the school, parents/carers and the student, a student will be permitted to store and carry their own medication if in the opinion of the First Aid Administrator they are sufficiently competent to do so. This will be reflected in a student's IHCP.

The school will also consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision. There is no requirement for staff to record doses of inhalers that have been self-administered.

Students will be made aware the medication is strictly for their own personal use and it should not be passed to any other students under any circumstances, and to do so is a breach of school rules.

Administration of medication

Where a student requires supervision to take their medication or where such medication will be administered by staff, students receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.

The First Aid Administrator will clearly tell the students the times to take the medication when the medication is submitted to the medical room. Students will attend the First Aid room to take the medication.

All medicines supplied to the school by parents/carers must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Before providing the medicine to the students, staff administering medication will check:

- the student's full name
- the name of the medication
- the name of the child on the label
- the prescribed dose
- the expiry date
- the method of administration
- the time/frequency of administration
- any side effects
- the written instructions on the container
- when any previous dose was given

If staff are in any doubt over the procedure, including where a child might be sick after taking medication, to be followed, the parents/carers will be contacted before action is taken.

If a student refuses their medication, staff will record this and report to parents/carers as soon as possible.

No member of staff will administer more than the stated dose in the time period stated for any reason. (This **does not** include the emergency use of inhalers or auto-adrenaline injectors for those with IHCPs for these medical conditions).

Storage of medication

Medicines are always securely stored in accordance with individual product instructions.

The school will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

Non-emergency medicines will be stored in a locked door, not easily accessible by students.

Where such medicines need refrigeration, the medicine will be put in a sealed plastic container, particularly necessary if the fridge also contains food.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Medicines other than inhalers, unless otherwise specified in an IHCP, will be kept in the Medical Room.

Emergency medication such as inhalers, adrenaline pens and blood glucose testing meters will not be locked away to ensure quick access in emergency. Students who do not carry and administer their own medication understand which members of staff will administer their medication.

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone. If a student is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access. A record of any doses used and the amount of the controlled drug held at the school will be

maintained. Those students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

Parents/carers should collect all long-term medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from the school.

Safe disposal of medicines and First Aid equipment

Medicines which are out of date will be returned to the parents/carers for them to dispose of/returned to a local pharmacy.

Sharps/needles are disposed of in the sharps bins provided by the local health authority in the science prep room area. Disposal of the sharps bins are through the free local authority refuse arrangements.

Emergency procedures

In the event of an emergency related to the administration of medicine, the First Aid Administrator should be called as soon as possible, if not already present. If he/she does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not, however, affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the school site.

All action taken should reflect the details outlined and agreed in the student's/student's IHCP if one is in place.

If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device or a spare one.

Off-site visits and sporting events

The school actively supports all students with medical conditions to access and enjoy the same opportunities at the school as any other student, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a student's care (such as his or her GP).

If a student attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy. Any treatment or action required will be documented in the Risk Assessment for the visit.

All students requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled, along with the written agreement/plan. All doses administered by staff will be recorded on the plan/record.

Secure storage for medicines will be available at all short-term accommodation used by the school. (See Educational Visits Policy).

Unacceptable practice

Staff should use their discretion and training with regard to each individual student's medical needs, by reference to their IHCP and/or EHCP, as appropriate.

However, staff should be aware that the following practices are generally unacceptable:

- Preventing access to medication and relevant devices (such as inhalers), where this is reasonably required.
- Preventing the administration of agreed medication.
- Assuming all students with the same conditions require the same treatment.
- Ignoring the views of the student or their parents/carers; or ignore medical evidence or opinion (although this may be challenged).
- Frequently sending students with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP/EHCP or by their medical advisors.
- Sending unwell students unaccompanied to the school office or First Aid room.
- Penalising students for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments).
- Preventing students from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively.
- Requiring parents/carers, or otherwise making them feel obliged, to attend the school to administer medication or otherwise provide medical support to their child during the school day.
- Preventing students from participating in or creating unnecessary barriers to children participating in all aspects of school life, including school trips.

Supporting a student with health needs who cannot attend school

- **If the school makes arrangements**
- Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.
- The Attendance and Welfare Co-ordinator in conjunction with the Year Team will be responsible for making and monitoring the arrangements. This might include sending work home or making a referral to the Local Authority Hospital Outreach Programme. Additionally, the school may support students with health difficulties by drawing up an Individual Health Care Plan with professionals. We will consult parents/carers and children at all stages about any changes in arrangements, and will fully support the student to reintegrate into school successfully.
- **If the local authority makes arrangements**
- If the school can't make suitable arrangements, Lewisham Council will become responsible for arranging suitable education for these children.
- In cases where the local authority makes arrangements, the school will:
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the student
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the student is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
 1. Plan for consistent provision during and after the period of education outside the school, allowing the student to access the same curriculum and materials that they would have used in school as far as possible

2. Enable the student to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
3. Create individually tailored reintegration plans for each child returning to school
4. Consider whether any reasonable adjustments need to be made

Complaints

If parents/carers or students are dissatisfied with the medical support provided at the school, they should raise these in the first instance with the Headteacher.

If the Headteacher cannot resolve the issue, then a formal complaint can be raised via the school's complaints procedure.

Safeguarding

Where there are any concerns about a child's wellbeing, including frequent use of medication, staff will speak with the Designated Safeguarding Lead or their Deputy about such concerns. (Refer to the Child Protection Policy and Safeguarding Policy for procedures).

Staff Medicines

Where staff are taking medication for their own medical conditions, these will be stored securely, locked away, and out of reach of children. We are aware of the serious implications of children accessing medicines not prescribed for them. The arrangements for this school are that staff will keep all personal medication in the staff room (not accessible to children) and will only bring such medication that is necessary for the working day.

If staff are taking medication which may affect their ability to care for children, they must seek medical attention and speak with their line manager.

Review

This policy will be reviewed each year and its procedures will be reviewed and updated by the Headteacher on an annual basis.

Appendix 1: Model process for developing Individual Health Care Plans



