

Supporting Pupils with **Medical Conditions Policy**

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Rationale

The Prince Albert Community Trust is an inclusive Trust that aims to support and welcome pupils with medical conditions and provide each pupil with the same opportunities. The Trust believes that all pupils with medical needs have the right to access as full an education as possible. The schools will support pupils with medical needs to minimise absence from school and maximise the care and support they receive in school. The Trust recognizes that medical conditions can relate to physical and mental health.

Schools within the Trust will establish relationships with relevant health services to help them support pupils with complex and long-term medical conditions which require ongoing support, medicines or care.

The prime responsibility for a pupil's health lies with the parent who is responsible for the child's medication and should supply the school with information required to effectively support the medical need. School staff will maintain regular contact with parents to ensure pupil's needs are being met appropriately.

Some pupils with medical needs may have disabilities and in this case the school will need to ensure it complies with its duties under the Equality Act. For pupils with Special Educational Needs or a disability this policy should be read in conjunction with the SEN Code of Practice, the Equality Act and Section 100 of The Children and Families Act. The Children and Families Act 2014 places a duty on the Trust to make arrangements for supporting pupils with medical conditions and ensure that they are not discriminated against.

Aims

The Trust aims to:

- Ensure that pupils with medical needs receive proper care and support in school
- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special needs
- Follow guidance from BCC regarding Medication in Schools
- Arrange training for staff to support individual pupils
- Liaise as necessary with medical services in order to support the individual pupil
- Ensure access to full education, if possible
- Monitor and keep appropriate records

Responsibilities

Board of Trustees

The Board of Trustees has overall responsibility for ensuring the implementation of this policy.

The Board of Trustees will:

- Make arrangements to support pupils with medical conditions.
- Ensure that the Trust policy for supporting pupils with medical conditions has regard to the Statutory Guidance and includes specific advice about managing medicines in schools.
- Ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting pupils with medical conditions.
- Ensure that the Trust has sufficient Employer's liability insurance which provides an appropriate amount of cover and includes cover for staff who provide support to pupils with medical conditions and administer medicines to pupils.

Head of School

The Head of School will:

- Be responsible for implementing this policy in their school, delegating day to day responsibility to the Welfare Team within school.
- 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 individual healthcare plans, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a pupil's medical condition
- Authorise the administration of medication, delegating the day to day responsibility of this to the Lead Practitioner for SEND & Inclusion.
- Ensure that arrangements are in place to review support for pupils with appropriate staff, parents and other agencies.
- Ensure that relevant information is made available to cover staff.
- Ensure that the school nurse is informed of all pupils with medical conditions in school.
- Ensure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date.

- Ensure any complaints are handled appropriately and in conjunction with the Trust complaints policy.

Lead Practitioner for SEND and Inclusion

The Lead Practitioner for SEND and Inclusion will:

- Take responsibility for overseeing the day to day implementation of the policy.
- Arrange specialist training as required.
- Oversee all medication, including safe storage and record keeping.
- Ensure half termly checks of medication take place.
- Liaise with the school nurse and co-ordinate all appointments.
- Provide training for staff at least annually.
- Update pupil medical details at least annually and share with staff who need to know.
- Authorise medication to be administered (in consultation with the Head of School)

School staff

School staff will be asked to administer medication in a voluntary role unless it is specifically stated in their contract of employment. School staff can refuse to administer medication at any time, even if they have previously volunteered. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance. There will always be a second member of staff present when medication is given.

Any medication brought into school by staff for personal use, will be stored in an appropriate place out of the reach of pupils. All school staff, should be aware of the medical needs of the pupils in their class/year group/phase and should be aware of the emergency procedure detailed on the individual healthcare plan and whom to contact in an emergency.

The Lead Practitioner for Inclusion and Pastoral Leader will jointly be responsible for supporting pupils who are unable to attend school because of medical needs. They will work together to conduct home visits, liaise with parents and medical professionals and make plans to support the pupils to return to school. In their absence, the school Deputy Headteacher will take this responsibility.

School staff will consider each request from a parent to administer medication to a pupil in school individually based on the current circumstances. Initially this decision will be made by the Office Manager, who will consult the Lead Practitioner for Inclusion, Pastoral Leader or Deputy Headteacher if they need further advice.

Parent/Carer

Parents should ask the school to administer medication in school when there is no way of administering it at home, and not administering it at school, would result in the pupil missing school for the duration of the course of medication.

Parents will:

- Provide the school with sufficient and up to date information about their child's medical needs.
- Complete a Consent to Administer Medication form in order for the school to administer medication for their child. The school only requires one parent with parental responsibility to consent to medication being administered.
- Ensure that their child has a sufficient amount of in date medication that is provided in its original container with a label, from the pharmacist if the medication is prescribed or the parent if it is over the counter, showing the child's name, name and strength of medication, dose, any additional instructions, expiry date and dispensing date or date of purchase.
- Replace their child's supply of medication on request and safely dispose of their child's date expired or unused medication by returning it to the pharmacy.
- Contribute to the development of individual healthcare plans including annual reviews.
- Carry out any action they agree to as part of the individual healthcare plan including ensuring that a nominated contact will be contactable at all times.
- Attend review appointments with the school nurse as required.

School Nurse

The Trust purchases a traded school nurse service from BCHC Plus, which gives the Trust a named school nurse who visits the schools regularly across a half term depending on the size of the school. The school nurse offers a bespoke package of parent consultations, parent workshops, medication reviews, health based work with pupils in class and training for school staff.

Administration of medication

The schools in the Trust will administer prescription and in some cases non prescription medication when it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent. The school will only accept prescribed medicines that are in date, labelled and provided in the original container, dispensed by the pharmacist, and include instructions for administration, dosage and storage. The schools will accept insulin that

is inside an insulin pen or pump rather than its original container, but it must be in date. The schools will consider each request to administer medication on an individual basis.

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

Non-Prescription medication

Over the counter medicines can be administered to pupils on the same basis as prescription medication. Each school will consider a request to administer over the counter medicines on an individual basis taking into account the circumstances of the request. If the school agrees to administer an over the counter medicine, the same consent forms must be completed and the same procedures followed as for prescription medication. Generally, the schools within the Trust will administer, at parents request paracetamol based analgesia, if not taking it would result in the pupil missing school. Secondary schools within the Trust will keep a stock of paracetamol to administer to pupils who have parental consent. Travel sickness tablets when going on an off site visit or residential visit will be administered to make it a more comfortable experience for pupils. Where a pupil has an allergy, confirmed by the school nurse, with an individual healthcare plan in place, the school will accept over the counter antihistamine medication such as Piriton or Zirtek as long as it matches what is written on the individual healthcare plan. Each school will keep a supply of Piriton for use in an emergency situation involving a pupil who has an individual healthcare plan stating that an antihistamine medication is part of their treatment.

Requests for other over the counter medication will be considered on an individual basis. If the school nurse recommends that an over the counter medicine should be kept and given to a pupil, the school should follow this request, which will be recorded on a personal alert card

Pupil Refusal

If a pupil refuses to take medicine, staff should not force them to do so, but should note this in the records and inform parents immediately.

Individual Healthcare Plans

Pupils who have an allergy, epilepsy or a specific medical need will have an individual healthcare plan (called a personal alert card) that is written in conjunction with the school nurse, parents and any other professionals involved in supporting the medical needs of the pupil. Each individual healthcare plan will clearly state the medical condition, any medication that is kept in school, the amount of support required, particularly in an emergency situation, arrangements for off site activities and visits, emergency procedures and parent/carer contact details. The individual healthcare plan will detail whether the pupil can administer or carry their own medication.

Each individual healthcare plan will be kept in the central medical file which is kept in the main school office. All individual healthcare plans will be saved to the pupil's individual profile on Edukey. All individual healthcare plans will be stored in the class/year group pink inclusion file.

If a new allergy or medical need is identified by a parent, the school will update the information on the school MIS, share the information with SLT and the class teacher and make a referral to the school nurse to ensure that the new medical condition is monitored and the individual healthcare plan updated accordingly. Newly identified allergies in primary schools will be given an allergy badge or allergy lanyard.

All individual healthcare plans will be reviewed by the school nurse when there are changes to be made.

Specific types of medication

Asthma

Pupils with Asthma should keep a reliever inhaler in school. Parents should complete an asthma plan with the school which is kept with the inhaler in the classroom. Inhalers will be kept by the class teacher for pupils in Nursery to year 4. The class teacher will ensure that the inhalers go wherever the pupils go. Pupils in year 5 will take responsibility for their inhaler during the school day but it will be kept in school overnight and during school holidays. Pupils in year 6 will take responsibility for looking after their medication. The Y6 class teacher will ensure that they have their inhaler at the start of each day. A spare inhaler will be kept in school for any Y6 pupils who need one. From year 7, inhalers will be carried by the pupils at all times and they will assume responsibility for looking after their own medication. Where pupils have responsibility for their own inhalers, parents are responsible for ensuring they are in date and have enough medication in them. All inhalers should be labelled with the pupils name on the cannister. All staff will be able to access their list of pupils with asthma on the school management system.

Each school will hold emergency inhalers to be used in the event a pupil's inhaler is lost, damaged, faulty or empty. An emergency inhaler kit will be held in every primary school classroom plus the main office, Pastoral room and SLT room. An emergency inhaler kit will be held in at least half of the teaching space on each floor within Secondary schools plus the main office, Pastoral room, Medical room and PE department. Emergency inhalers are to be used only by pupils with specific written consent. Parents will be asked to complete a consent to administer medication form when they first bring an inhaler to school. Parents will also be asked to complete an asthma plan, with the school

nurse. If a parent has been told by their GP that their child no longer needs an inhaler, they will be asked to sign a form stating this and will be asked to see the school nurse on her next visit. An Emergency Inhaler kit must be taken on all off site activities and visits. Refer to the Trust Asthma Policy for further details

Adrenaline Auto-injectors and Allergy Medication

If a pupil has a diagnosed allergy with prescribed allergy medication, they will require an individual healthcare plan (also known as an allergy alert card) compiled by the School Nurse that is shared with all staff in school. An individual healthcare plan which is white with red print will be created displaying the pupil's photo and detailing the allergy, medication and emergency procedures. The individual healthcare plan must be printed in colour and will be placed in the central medical folder which is held in the main office. It will be uploaded to the pupil's individual profile on Edukey. A colour copy will also be placed in the pink inclusion folder within the pupil's classroom(s)/year group. The pupil's emergency medication kit will include allergy medication (kept in the locked first aid cupboard) and an adrenaline auto-injector which will be kept securely in the pupil's classroom, in an accessible but out of reach place. Primary age pupils will not have access to their own emergency medication kit and will not be asked to carry their own adrenaline auto-injector/emergency kit around school. Pupils in Y7 and above will carry their own emergency kit in school as long as they have a signed individual healthcare plan in school, they and their parents have completed an "adrenaline auto-injector contract" and the school holds a second adrenaline auto-injector in a central location. Regardless of year group, the emergency medication kit will be taken to wherever the pupil goes in school and in the event of an evacuation, the emergency adrenaline auto-injectors will be taken off site by the main office. A designated member of school staff will check the expiry dates on all adrenaline auto-injectors that are held in school every half term and record them on the adrenaline auto-injector log. Where pupils are carrying their own allergy medication, parents are responsible for ensuring it is in date. Within primary school, any pupil with an allergy will have an allergy badge or lanyard that they should wear at all times to alert staff to their allergy, particularly lunchtime staff. Within secondary school, any pupil with an allergy will have their allergy details uploaded to the canteen tills which are linked to their finger print. They will also be given an allergy card to keep in their blazer pocket. The kitchen at each school will be given copies of allergy alert cards and asked to display them.

On the recommendation of the school nurse, each school will request a second adrenaline auto-injector for each pupil that is stored centrally. Each school will hold an appropriate number of emergency adrenaline auto-injectors that will be used in line with the October 2017 guidance where pupils have specific consent recorded on their individual healthcare plan.

Controlled Drugs e.g. Methylphenidate

Controlled drugs are prescription medicines where the supply, possession and administration are controlled by the Misuse of Drugs Act 1971. In all schools, all controlled drugs are kept in a secure cupboard in the school office and only named staff have access. Parents should bring a supply of the controlled drug to the main school office, where the amount handed over will be recorded and signed for by both a member of school staff and the parent. Whenever a controlled drug is administered, the usual school procedures for recording the administration of medication will be followed. At the end of the school year, unused supplies of controlled drugs will be returned to the parents and the exact amount returned will be recorded and signed by both a member of school staff and the parent. In primary schools, this medication **must** be handled by adults only via the main school office and the parent. In Secondary Schools, a pupil who has been prescribed a controlled drug can collect it to take it home at the end of a term or academic year but they must not pass it to another pupil to use.

Antibiotics

Where possible, parents should ask the GP to prescribe antibiotics in dosages which mean that the medication can be administered outside of school hours. It should normally only be necessary to administer antibiotics in school if the dose needs to be given four times a day or where the dose is three times a day and a dose must be specifically given in the middle of the day. Before agreeing to administer the antibiotic, the school will check whether the pupil has taken the medication previously without an allergic reaction. When agreeing to administer antibiotics, school staff should ensure that the medication is in the original container with a pharmacy label detailing the pupil's name, name of the medication, dose and date of dispensing. School staff should also ensure that they know whether the medication needs to be stored in a refrigerator and whether it needs to be taken before or after food or at a specific time. Parents must supply an appropriate medicine spoon or syringe with clear markings (available from the pharmacy). The school will not agree to administer the medication if an appropriate measuring device is not supplied. The school will not agree to use a standard teaspoon to administer medication. The usual school paperwork for administering medication will be completed.

Emergency medication

If a pupil requires emergency medication, they will have an individual healthcare plan which details when their emergency medication should be administered, the dose required, how to administer the medication and when emergency services should be called. Emergency medication will be readily available in a central location that all staff and the pupil are aware of. This will be detailed on the individual healthcare plan.

Consent to administer medication

If a pupil requires regular prescription or non-prescription medication at school, parents are asked to provide written consent giving permission for the medication to be given. This is required even if the pupil manages the medication themselves.

A consent form is completed for all medication that is required at school, regardless of whether it is prescription or non prescription medication.

All parents of pupils who may require medication in an emergency are asked to provide consent for the emergency medication to be administered.

Storage of medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off site activities. Emergency medication such as inhalers, adrenaline auto-injectors and blood glucose monitors are kept with the pupils.

Non emergency medication should be kept in the locked first aid cabinet (consult the Lead Practitioner for Inclusion for the location of this) Medicines that require refrigeration must be kept in a clearly labelled closed container in a fridge in a room that cannot be accessed by pupils.

Disposal

Medicine will be returned to parents for safe disposal when it is no longer required or out of date. The person responsible for first aid within the Inclusion Team is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

Sharps bins will be used for the disposal of needles and other sharps. Sharps bins will be kept in a safe place at waist height and the temporary closure mechanism will be used when not in use. The member of staff who has volunteered to support the pupil with their medical condition is responsible for ensuring the sharp is disposed of in the sharps bin.

Record Keeping

Parents will be asked if their child has any health conditions or health issues on the admission form, regardless of when they start at the school. Pupil medical details will be entered into the School Management system and updated annually.

If a pupil has a medical condition that requires medication during the school day, a "consent to administer medication" form should be completed by parents before the medication can be given. This form will be kept in the medication file in the main office with a "School Record of Medication Administered" form, which will be used to record whenever the medication is given. This should be done each time the medicine is given and signed by two people. If for any reason the medicine is not administered, parents will be informed on the same day.

Information on the medical needs of pupils in the class will be shared with teachers and updated termly.

Each school within the Trust, will keep documents connected to a pupil's medical needs and the administration of medication until a pupil is 25 years old in accordance with Department for Health requirements.

Self-Management

Pupils, who are able, should be encouraged to take responsibility for managing their own medication and procedures. This will be discussed with parents and it will be reflected in their Individual healthcare plan. Parents will be encouraged to support in training children to self-administer medication if this is appropriate. Pupils who can self manage will still need to be supervised taking the medicine and a log should be signed by the observer. Medication that is self-administered should still be kept in the locked first aid cabinet unless it is emergency medication.

Educational Visits/Residential Visits

School should consider what reasonable adjustments they might need to make to enable pupils with medical needs to participate fully and safely on visits. If staff are concerned about a visit they should talk to a member of the Inclusion Team and seek parental views alongside medical advice from the school nurse or Physical Difficulties Support Service. If a pupil needs to take medicine other than an asthma inhaler on a school visit there should be a named person responsible for carrying that medication and overseeing the administration of it during the visit that is detailed on the risk assessment. Normal school procedures should be followed to ensure the medication is administered in line with school policy. If a sharps box is needed on an off site or residential visit, the parent would need to obtain one from the pupil's GP or paediatrician. A named member of staff will be responsible for its safe storage and return to the parent or a local pharmacy. Further advice can be sought from EdVis Guidance if needed.

Unacceptable practice

It is not acceptable to:

- Prevent pupils from easily accessing their medication when and where necessary.
- To assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil, parents or health professional.
- Send pupils 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 Individual Healthcare Plan.
- Send pupils unaccompanied to the office or medical room if they become ill.
- Penalise pupils attendance record for absences related to their medical condition e.g. hospital appointments.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting needs, unless specified in their individual healthcare plan.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of school life, including off site visits.
- Administer, or ask pupils to administer, medicine in school toilet.

Staff Training

Staff training will be arranged with the school nurse focusing on allergy awareness and anaphylaxis, asthma, epilepsy and diabetes. This will be statutory training for all staff that will take place on an annual basis. Additional specialist training will be sought from the appropriate medical services when required. The school will keep records of all training and will arrange follow up sessions for staff who have not completed it.

Staff who have not undertaken training **must not** administer medication, supervise a pupil administering their own medication or undertake healthcare procedures for the above medical needs. It should be noted that a first aid certificate does not constitute appropriate training to support pupils with medical needs.

Review

This policy will be reviewed annually, or more regularly in the light of any significant new developments or in response to changes in guidance.