



Discovery Schools
Academy Trust



Redlands Community
Primary School

Achieving Excellence Together

Medication and Management Policy

This policy was approved as follows:

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Adopted:	Advisory Board	Date:	10/02/2020
DSAT owner:	Head of Safeguarding	Version:	2.0
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This policy applies to all DSAT schools. The Headteacher is responsible for ensuring that all school specific information is completed and that the policy reflects the context and needs of their school.

Document History

Version	Version Date	Author	Summary of Changes
V1.0	January 2019	L Braithwaite	Policy created
V1.1	April 2019		Policy approved by the Board of Trustees subject to amendments
V2.0	January 2020	L Braithwaite	Policy updated and finalised

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1. Introduction

- 1.1 This document has been developed in line with the Department for Education guidance '[Supporting pupils at school with medication conditions](#)' (September 2015).
- 1.2 The Children and Families Act (Section 100) places a duty on proprietors of academies to make arrangements for supporting pupils with medical conditions.
- 1.3 This policy covers the general administration of prescribed and non-prescribed medication. Such medications could be on a temporary, short term or one-off basis or for a longer term or continual period for pupils with ongoing support needs. Pupils who have longer term support needs should have an individual health care plan developed, recorded and reviewed at least annually.
- 1.4 Guidelines and information on administration of specific medicines for specific conditions are included in the appendices.

2. General Principles

- 2.1 The school aims to ensure that pupils with medication needs receive appropriate care and support while at school so that they have full access to education.
- 2.2 The headteacher accepts responsibility for members of the school staff giving or supervising pupils taking prescribed or non-prescribed medication during the school day.
- 2.3 When medication is administered by staff, it shall be by those members of staff that have volunteered and been trained to do so, unless medically qualified staff are employed on site. It will not automatically be assumed that a qualified first aider will fulfil this role.
- 2.4 Where staff do not volunteer to administer medicines an adult with parental consent may attend school to administer prescribed or non-prescription medication.
- 2.5 Staff will not give prescription or non-prescription medication unless there is specific written consent from a parent or guardian.
- 2.6 Non-prescription analgesic medication for pain relief will only be administered by the child's parent/carer. Parents/Carers will be called into school to administer this medication.
- 2.7 Medication must be in its original packaging and clearly labeled with the child's name.
- 2.8 Non-prescription medicines such as hay fever treatment/dermatological ointments will be treated in the same way as prescription medicines in that they should be in a clearly labelled original container with a signed consent form detailing the pupil's name, dose and frequency of administration.
- 2.9 Prescribed medicines should be in original containers labelled with the pupil's name, dose, and frequency of administration, storage requirements and expiry date.
- 2.10 Generally, it is not necessary for an over-the-counter medicine to be prescribed by a medical practitioner in order to be administered in the school setting. The exception is where the child may already be taking prescribed medication and there may be an interaction between prescribed and non-prescribed medicines. In this instance all medications should be prescribed. Aspirin should not be given to children under 16 years of age unless prescribed.
- 2.11 Pupils that have ongoing, long term or potentially emergency medication requirements should have an Individual Care Plan completed and reviewed at least annually with parents and the school SENDCo. Pupils who require temporary, short term medication only require a consent form to be completed.

3. Responsibilities

3.1 Governance

The Board of Trustees has ultimate responsibility to make arrangements to support pupils with medical conditions, these arrangements are outlined in this policy.

The school Advisory Board will monitor the implementation of the policy and ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

3.2 The Headteacher

The Headteacher is responsible for implementation of this policy and 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 Individual Healthcare Plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the overseeing of IHPs
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 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 take into account 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.

3.4 Parents

Parents will:

- Provide 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
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

3.5 Pupils

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

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

3.6 School nurses and other healthcare professionals

The 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.

4. Managing medicines

Storage

- 4.1 Medication should be kept in a known, safe, secure location. This may need to be a fridge depending on the medication and manufacturer requirements.
- 4.2 Under no circumstance may pupils be in charge of storing their own medication in bags or other personal places without the knowledge and permission of the class teacher and/or another suitable member of staff.
- 4.3 Prescribed emergency medication, such as diabetic insulin pens, epi-pens or asthma inhalers, should remain within reach of the pupil at all times and stored in a place known by the class teacher and/or another member of staff.
- 4.4 Parents/Carers are responsible for ensuring that the school has an adequate amount of medication for their child.

Disposal of medication

- 4.5 Procedures using sharp items should be disposed of safely using a sharps bin. These are available on prescription where needed and supplied by the parents/guardians.
- 4.6 Parents/guardians are responsible for collecting remaining medication at the end of each academic year and for re-stocking medication when required.
- 4.7 Parents/guardians are responsible for ensuring that medication is within its expiry date and that any expired medication is returned to the pharmacy for safe disposal.

5. Record keeping

- 5.1 Consent forms must be signed before any medication is given. The school is responsible for storing copies of signed consent forms. Consent forms should include:
 - The pupil's name, age and class
 - Contact details of the parent/carer and GP
 - Details of any allergies the pupil may have

- Clear instructions on the medication required, dose to be administered, frequency of dose and period of time medication will be needed for
 - Acknowledgement that the pupil has previously taken the required medication with no adverse reactions
 - A dated signature of the parent/carer
- 5.2 Changes to prescriptions or medication requirements must be communicated to the school by the pupil's parent/carer and a new consent form signed.
- 5.3 Individual Care Plans should be developed and reviewed for all pupils with needs that may require ongoing medication or support. Such care plans should be developed with parents/carers, the school and other professional input as appropriate.
- 5.4 A signed record of medication given or supervised being taken should be kept including the date, time and dose taken. Parents/Carers should be informed that medication has been taken on the same day or according to the Individual Care Plan.

6. Training

- 6.1 All staff will be made aware of their role in implementing the policy through for example whole school awareness training, involvement in development of IHCPs, staff briefing sessions etc.
- 6.2 Members of staff who volunteer to administer medicines will be offered professional training and support as appropriate and required.

7. Medical Emergencies

- 7.1 In the event of a medical emergency, all relevant procedures should be activated and 999 dialed as appropriate.
- 7.2 A record of emergency medicines and their expiry dates should be kept and recorded each term for schools which store such medications (for example epi-pens or asthma inhalers).
- 7.3 Emergency medicines should only be given to pupils with a signed consent form and following clear, agreed procedures detailed in the consent form or Individual Health Care Plan.

8. Day trips, residential visits and sporting activities

- 8.1 Pupils with medical conditions should not be excluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
- 8.2 School will carry out a thorough risk assessment to ensure the safety of all pupils and staff when required. In the case of pupils with medical needs the risk assessment process will involve consultation with child, parents/carers and relevant healthcare professionals to ensure the pupil can participate safely.
- 8.3 Where pupils are required to take medicine during a trip/residential, arrangements should be made to administer them in accordance with this policy.
- 8.4 Teachers should be aware of how a pupil's medical condition may impact on their participation.
- 8.5 School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

9. Complaints

9.1 Parents concerned about the support provided for their child with a medical condition should be directed in the first instance to the SENDCo (or the Headteacher in the SENDCo's absence). If the concern cannot be resolved, they will direct parents to the school's complaints procedure.

10. Review

10.1 This policy will be reviewed annually by Discovery Trust to assess its effectiveness, and will be updated as necessary or when guidance is updated through the Health & Safety team. Significant changes will be presented to the Board of Trustees for approval.

11. Further relevant information

Appendices for information and templates are available the Discovery Intranet site (policies section).

Appendix 2	Template forms including: Individual Health Care Plan (IHCP) for pupils Record of medicine administered to an individual child Record of medicine administered to all children Staff training record – administration of medicines Contacting emergency service Model letter inviting parents to contribute to individual healthcare plan development
Appendix 3	Epilepsy Health and record forms from health professionals
Appendix 4	Emergency action plans for anaphylaxis from health professionals
Appendix 5	Diabetes health forms from health professionals
Appendix 6	Supporting pupils at school with medical conditions - Department of Education document.
Appendix 7	Guidance on the use of emergency asthma inhalers in schools - Department of Education guidance.
Appendix 8	Salbutamol Inhaler - School Letter Template to Pharmacy
Appendix 9	Antihistamine action plan
Appendix 10	Emerade action plan
Appendix 11	Epipen action plan
Appendix 12	Jext action plan

Further information can be found on Leicestershire Traded Services website www.leicestershiretradedservices.org.uk under 'A' for Administration of medicines and Medication and Management Procedures (logon required).

Appendix A: Medicine Consent Form



**Redlands Community
Primary School**

Achieving Excellence Together

Taken from Code of Practice No. 5
ADMINISTRATION OF MEDICINES
General Care Plan

Parental Request for Administering Medicines

To: Headteacher of Redlands Community Primary School

From: Parent/Carer of _____ (full name of child)

My child has been diagnosed as having:

_____ (name of condition)

He/She has been considered fit for school, but requires the following prescribed medicine to be administered during school hours:

_____ (name of medication)

Could you please therefore administer the medication as indicated:

With effect from _____ to _____ or until advised otherwise.

Dosage: _____ Time required: _____

Does the medication need to be refrigerated? Yes No

Medication to be taken with food? Yes No

Medication to be taken before or after food? Yes No If yes, details: _____

Medicine should be administered by mouth/in ear/in eye/nasally/other _____ (delete as applicable).

Any other instructions: _____

Please read the below statements, tick your agreement and sign below. Thank you.

- I understand that if I have not provided a medicine spoon/syringe or appropriate utensil/device to give the correct dosage, my child will not be given this medication.
- I understand that the school does not allow the use of self-administered medication or medication to be carried by the child. All medication must be handed in by an adult to the staff member greeting the class in the morning and collected from the staff member dismissing the class in the afternoon. For Year 5 and 6 pupils who are unaccompanied, an adult must bring medication to the office in the morning between 8.30am and 8.40am, and collect from the office in the afternoon by 3.00pm. (This does not include inhalers.)
- I understand that medication will be stored by the school and administered by staff, except for emergency medication which will be kept near the child.
- I undertake to update the school with any changes in routine, use or dosage or emergency medication, and to maintain an in-date supply of the prescribed medication.

Signed: _____ Date: _____

Name of parent (please print): _____

Contact details:

Home: _____ Work: _____ Mobile: _____

Appendix B: Procedure for the development of an Individual Health Care Plan (IHCP)

An IHCP is a written, recorded plan on the specific information and requirements of an individual pupil and ensure that the pupil's needs will be met in the educational setting.

Plans should be agreed by the Headteacher and Parents/Carers, be formally recorded and reviewed at regular intervals. A template/pro forma is available for download in the accompanying appendix file on the Discovery Intranet. The procedure for development of an IHCP is given below:



Appendix C: Advice on Medical Conditions

Medical professionals, on request, will give advice to schools regarding medical conditions. Parents or guardians of children with medical conditions seeking general information should be advised to seek advice from their GP, school health professionals (providing name and contact details) or from specialist bodies, a selection of which are listed below.

Asthma	
General information	Asthma UK: www.asthma.org.uk Asthma helpline: 0300 222 5800
For teachers	Guidance on Emergency asthma inhalers for use in schools: www.gov.uk
Epilepsy	
General information	Epilepsy action: www.epilepsy.org.uk Helpline: 0808 800 5050
For teachers	Guidance in Appendix 3: 'Epilepsy Health Forms for IHCPs'.
Infectious diseases	Public Health England: www.gov.uk ; Tel: 0344 225 4524 option 1
Haemophilia	The Haemophilia Society: www.haemophilia.org.uk ; Tel: 0207 939 0780
Anaphylaxis	
General information	Anaphylaxis Campaign: www.anaphylaxis.org.uk ; Tel: 01252 542 029
For teachers	See Appendix 4: 'Emergency Action Plan' forms for Epipen/Jext Pens. NB the need to report the administration of this medication to: Bridge Park Plaza, Fax: 0116 258 6694 and email to childrensallergy@uhl-tr.nhs.uk
Thalassaemia	UK Thalassaemia Society: www.ukts.org ; Tel: 020 8882 0011
Sickle Cell Disease	The Sickle Cell Society: www.sicklecellsociety.org ; Tel: 020 8961 7795
Cystic Fibrosis	Cystic Fibrosis Trust: www.cftrust.org.uk ; Tel: 020 846 47211
Diabetes	
General information	Diabetes UK: www.diabetes.org.uk ; Tel: 0345 123 2399
For teachers	See Appendix 5 on website. Note the opportunity to attend 'Diabetes in School' training days, regularly advertised on www.leicestershiretradedservices.org.uk and funded by Diabetes UK Diabetes Specialist Nurse: 0116 258 6796 Consultant Paediatrician: 0116 258 7737 Diabetes Care line services: 0345 123 2399
Other useful contact numbers	
Insurance Section LCC	David Marshal-Rowan, Tel: 0116 305 7658 (for additional insurance) James Colford, Tel: 0116 305 6516 (for insurance concerns)
Corporate Health, Safety & Wellbeing, LCC, County Hall,	Tel: 0116 305 5515 Email: healthandsafety@leics.gov.uk
County Community Nursing Teams	
<u>East Region</u> Market Harborough Rutland Melton	Locality managers: 1. Maureen Curley (PA: Janet Foster, Tel: 01858 438109) 2. Jane Sansom (PA: Clare Hopkinson, Tel: 01664 855069)
<u>West Region</u> Hinckley & Bosworth Charnwood	Locality managers: 1. Chris Davies } PA: Sally Kapasi, tel: 01509 410230 2. Teresa Farndon }