



# St Leonard's Church of England Primary School

## Medications Policy

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<b>Reviewed:</b>	September 23
<b>Policy written by:</b>	Dawn Lindley
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*In Jesus' footsteps, we will grow in  
grace and knowledge.*





This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, 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 pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## **3. Roles and responsibilities**

### **3.1 The governing board**

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



### **3.2 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 individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- 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

### **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, and ensure they or another nominated adult are contactable at all times

### **3.5 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. They are also expected to comply with their IHPs.

### **3.6 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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

### **4. 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.

### **5. 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 school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.



## **6. Individual healthcare plans (IHPs)**

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
- 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 no 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, any education, health and care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

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 board and the headteacher 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. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- 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 contingency arrangements

## 7. Managing medicines

Prescription medicines (for short term needs) 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  
**and**
- when the frequency of doses exceeds three times per day.

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. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as blood glucose testing metres and adrenaline pens will be readily available in the school office, not locked away.

Asthma inhalers are kept in medical boxes in classrooms - not locked away.



Medicines for short term medical needs (such as antibiotics) will be kept in the office and refrigerated if necessary (office fridge). There will be two members of staff present during administration of medicines.

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

Teachers or teaching assistants will escort children to the office when it is for medication to be administered, or alternatively, ring for the office to bring the medication down to the classroom.

### **7.1 Controlled drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

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

### **7.2 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **7.3 Appropriate practice**

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

- 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



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
- 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

## **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). 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.

## **9. 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 have an understanding of 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. This will be provided for new staff during their induction.

#### **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. 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.

#### **11. Liability and indemnity**

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

#### **12. 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.

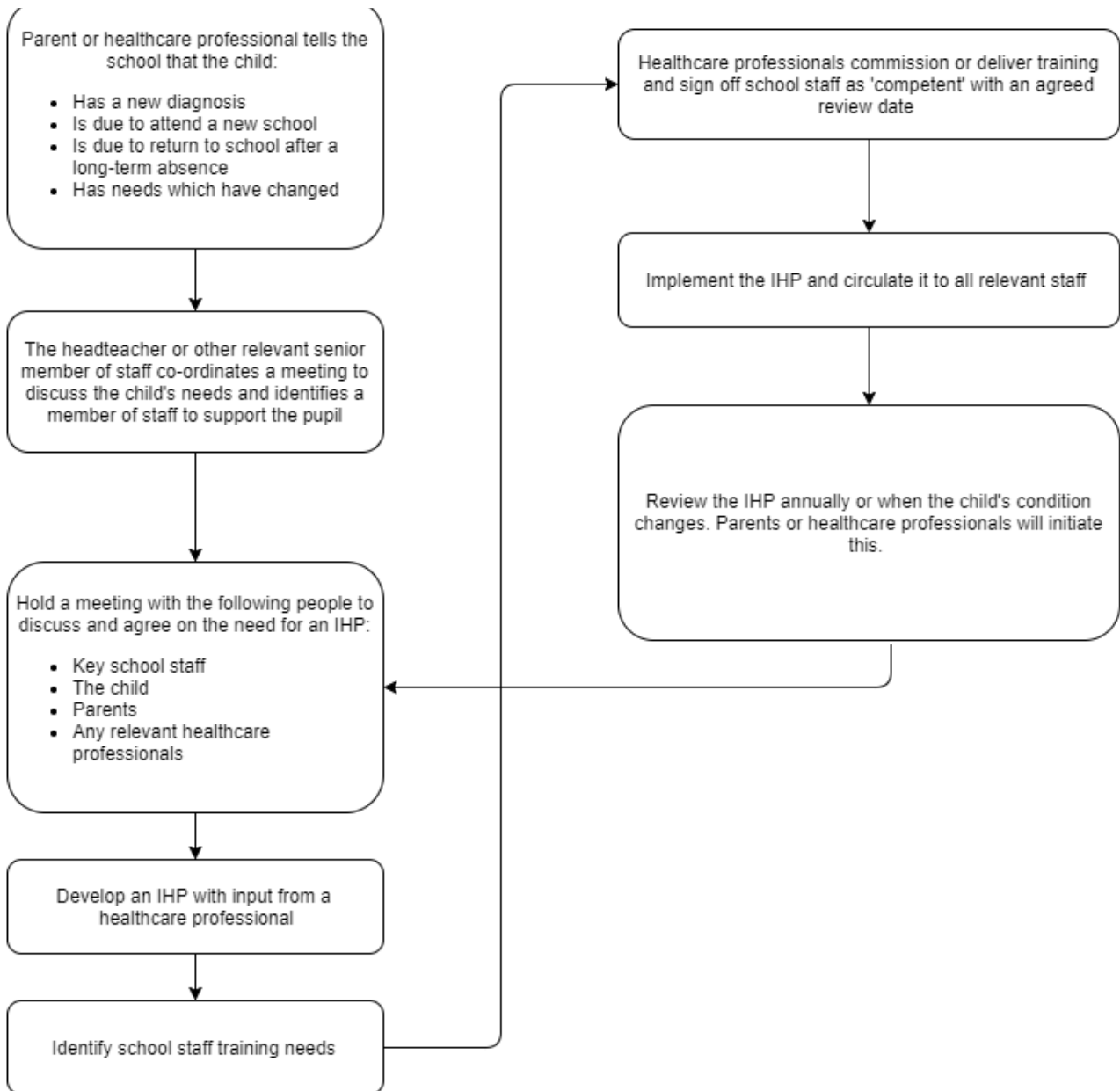
#### **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

#### **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy





## Appendix 2 – Request for school to administer medication Details of Pupil (To be agreed and signed by the parent)

### **Long Term Medical Needs**

It is extremely important that the school is informed of the medical condition of any pupil with long term medical needs. The parent/carer is responsible for supplying the school with adequate information regarding their child's condition and any necessary medication. If necessary a health care plan will be drawn up. Medication will only be given providing the procedures outlined below are followed.

- The Headteacher will accept responsibility for giving or supervising pupils taking prescribed medication during the school day and for other members of staff to do the same, only where those members of staff have volunteered to do so.
- Medication will only be accepted in school if it has been prescribed by a doctor.
- Medication will not be accepted in school without complete written and signed instructions from the parent. (FORM 1).
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered in its original container and handed directly to the Headteacher or the School Office.
- Each item of medication must be clearly labelled with the following information:
  - Pupil's name.
  - Name of medication.
  - Dosage.
  - Frequency of dosage.
  - Date of dispensing.
  - Storage requirements (if important).
  - Expiry date.
- **The school will not accept items of medication which are in unlabelled containers. Please note, the school will not administer non-prescription medication.**
- Unless otherwise indicated all medication to be administered in school will be kept in the school office.
- The school will record details of when medication has been administered.  
Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing (FORM 2) if they wish their child to carry their medication with them in school e.g. asthma inhalers



- It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
- Staff who volunteer to assist in the administration of certain medication eg epipen, will receive appropriate training/guidance through arrangements made with the School Health Service.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

### **Short Term Medical Needs**

- Please note that **providing a child is well enough to return to school**, but still needs to take medicine for a short period of time e.g. to finish a course of antibiotics, it is preferable **that medication is taken outside school hours or that a parent/carer comes in to school to administer the medication.**
- **Only in exceptional circumstances** should the headteacher, or person authorised by the headteacher administer medicine for short-term medical needs. Unless permission has been granted by the headteacher, only medicine that requires administering **4 times per day** will be accepted -fewer doses can be managed by parents/carers outside of school hours.
- As with the administration of medicine for long term medical needs, **only medicine prescribed by a doctor will be accepted.**
- Any medicine should be accompanied by complete written and signed instructions from the parent. (FORM1)
- Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher (Deputy Headteacher or school office staff).
- Each item of medication must be clearly labelled with the following information:
  - Pupil's name. ○ Name of medication.
  - Dosage. ○ Frequency of dosage. ○ Date of dispensing.
  - Storage requirements (if important).
  - Expiry date.
- The school will record details of when medication has been administered.
- Administering medicine will be done by two members of staff.
- Medicines, (for short term administration) will be stored at the school office.



### **Infectious Diseases**

Children with any form of infection should remain at home until such time as they are no longer infectious, as confirmed by their GP. If you are in any doubt as to whether your child is infectious, please consult your GP. The school have a directive on communicable diseases and we will be pleased to advise you of the information contained within it, if you would find this helpful.



# FORM 1 Request for school to administer medication Details of Pupil

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_ M/F: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ Class: \_\_\_\_\_

Condition/Illness: \_\_\_\_\_

## Medication

Name/Type of Medication (as described on the container): \_\_\_\_\_

How long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## Full Directions for Use

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Can the child administer own medication: \_\_\_\_\_

## Emergency Contact Details

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_



Address:

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I understand that I must deliver the medicine to the school office.

Signature: \_\_\_\_\_ Date:

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Relationship to pupil: \_\_\_\_\_

#### Data Protection Information

Purpose	Storage	Access	Retention Period	Deleted / destroyed
Signed agreement to the school policy	Children's file	Staff in school	Until the child leaves school	Secure shredding/ electronic deletion