



Supporting Students with Medical Conditions Policy

Date of next review: **August 2023**

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
09.08.22	ODSL	Review	09.08.22
10.08.22	Headteacher	Updated with new format – logo and numbering	10.08.22

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Introduction

Prospect School recognises that many students will at some time need to take medication at school. Whilst parents/carers retain responsibility for their child's medication, the school has a duty of care to the students while at school, and we will do all that is reasonably practicable to safeguard and promote the welfare of all students.

Prospect School takes responsibility for the administration of medicines during school time having taken due consideration of Government guidelines and the three key points outlined in 'Supporting pupils at school with medical conditions' (2015).

Students at the school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education

Governing bodies must ensure that arrangements are in place in the school to support the students at the school with medical conditions

Governing bodies should ensure that school leaders consult health and social care professionals, students and parents/carers to ensure that the needs of the students with medical conditions are properly understood and effectively supported.

All staff are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. At Prospect School we have several First Aiders who hold a current first aid certificate, as well as a First Aid at Work First Aider for adults. A list of First Aiders is available in the main school office and staff room.

At the beginning of each academic year all parents/carers will be required to up-date the medical form. A 'protected' list of any conditions that may suddenly arise requiring an immediate, appropriate response will be available to staff for referral.

When a student transfers to Prospect School there needs to be a transitional arrangement between the previous educational provision and parents/carers to ensure that all health needs are proactively identified.

In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine. Cough sweets are not medication
- "Prescribed medication" or "controlled drugs" are defined as any drug or device prescribed by a doctor
- A "staff member" is defined as all members of staff employed at Prospect School, including teachers.

This policy should be read in conjunction with the following policies:

- First Aid
- Health and Safety
- Safe Working Practices

1. Administration of Medication

- 1.1. Prospect School expects that usually parents/carers will administer medication to their children
- 1.2. Any requests for medicine to be administered during school hours must come from a parent/carer in writing on Prospect School's Request to Administer Medication Form (Appendix 2) and each request will be considered on an individual basis. A separate form must be completed for each medicine to be administered
- 1.3. Parents/carers will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headteacher what can be done at home, before the Headteacher makes a decision
- 1.4. The Headteacher will decide whether any medication will be administered by the school, and by whom
- 1.5. The Headteacher will check that the student fully understands what has to be done and will decide who will supervise the administration if necessary
- 1.6. The medication must be in date, in a container as prescribed by the doctor and in the original or blister packaging provided by the dispensing chemist with the student's name and instructions for administration printed clearly on the label
- 1.7. All medication will be signed in and out of the school as and when necessary. Parents/carers are requested to ensure that all medications, particularly controlled drugs, are transported safely in to school
- 1.8. Prospect School will not deal with any requests to renew the supply of the medication except in exceptional circumstances where this is in the best interest of the student. This is entirely a matter for the parents/carers. Staff will provide timely notice to parents/carers when medication is due to run out to ensure additional supplies can be brought in
- 1.9. All medicines and controlled drugs will be stored in a locked safe, in the main school office. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to the students at the prescribed time for their use
- 1.10. A record will need be kept of any doses used and the amount of the controlled drug held. The Operational Designated Safeguarding Lead (ODSL), in charge of medication, is responsible for auditing the medication file on a half termly basis and this is recorded
- 1.11. Staff administering medicines will do so in accordance with the prescriber's instructions.
- 1.12. Prospect School will ensure that reasonable precaution is taken when dispensing medication. A record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom is recorded in the medical file

- 1.13. Any side effects of the medication to be administered at school should be noted and parent/carer informed on the day
- 1.14. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal
- 1.15. Sharps boxes should always be used for the disposal of needles and other sharps
- 1.16. The ODSL, in charge of medication, will check the medication cabinet regularly and record this to ensure that medication has not reached its expiry date. A further check will be made by the Headteacher on a half termly basis to enhance auditing checks
- 1.17. Prospect School will not allow, in any circumstances, the administration of non-prescription medicines other than mild painkillers, for which prior parental/carer consent has been gained, and medicines handed in by parent/carers
- 1.18. Mild painkillers (e.g. Paracetamol) at an appropriate dose from a supply in the main school office can be administered if the student's parent/carer has given their consent on the Medical Questionnaire Request to Administer Medication. These will only be administered once telephone consent has been granted and checks have been made to ensure that the student has not taken any medication before arriving at school
- 1.19. Further guidance regarding the administration of non-controlled medications for staff members are in Appendix 1 of this policy
- 1.20. Further guidance regarding the administration of controlled medications for staff members are in Appendix 2 of this policy

2. Day Trips, Residential Visits and other Offsite School Activities

- 2.1. Some students require PRN medication (travel sickness tablets, anti-histamines), in certain circumstances for these students participating in offsite activities, their medication will be signed out following the same procedure for controlled medication
- 2.2. This medication will be kept in the locked medication safe. In the instance where a student requires a PRN medication this will be administered by members of staff as outlined in this policy
- 2.3. A student's medical needs will need to be assessed before any offsite activity are agreed
- 2.4. There should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments
- 2.5. The school will need to make arrangements for the inclusion of students with medical needs making reasonable adjustments when required. If medication needs to be administered when off site, a plan will have to be included on the activity risk assessment
- 2.6. If medication is required during a school trip it will be carried by the member of staff who will be responsible for administering the medication when required. A second staff member will check the student, dose, name of medication and time and sign the brown envelope to say this is all correct. This brown envelope is to be returned to the main school office and put in the student's medical file. Details should be recorded within the activity risk assessment

- 2.7. All medical equipment and any medication not taken, will be signed back into the medical safe immediately on return to school
- 2.8. Paracetamol or other pain relief medication are not permitted in first aid kits and will not be taken to offsite activities

3. Roles and Responsibilities

- 3.1. The Local Authority (LA) is responsible for:
 - Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions
 - Providing support, advice and guidance to schools and their staff
 - Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

- 3.2. The Governing Body is responsible for:
 - The overall implementation of this policy
 - Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
 - Handling complaints regarding this policy as outlined in the school's Complaints Policy
 - Ensuring that all students with medical conditions are able to participate fully in all aspects of school life
 - Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions
 - Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy
 - Keeping written records of any and all medicines administered to individual students and across the school population
 - Ensuring the level of insurance in place reflects the level of risk.

- 3.3. The Headteacher is responsible for:
 - The day-to-day implementation and management of this policy
 - Ensuring this policy is developed effectively with partner agencies
 - Making staff aware of this policy
 - Liaising with healthcare professionals regarding the training required for staff and recording any training
 - Making staff who need to know aware of a student's medical condition
 - Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver normal, contingency and emergency situations

- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy
- Contacting the school nursing service in the case of any student who has a medical condition
- Reporting as required to the Governing Body.

3.4. Staff members are responsible for:

- Maintaining professional standards of care though they have no contractual or legal duty to administer medication
- Taking appropriate steps to support students with medical conditions
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons
- Administering medication, if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help
- The trained first aider is responsible for administering injections, Epipens only.

3.5. School nurses are responsible for:

- Notifying the school when a student has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support.

3.6. Parents/carers are responsible for:

- Keeping the school informed about any changes to their child/children's health
- Completing Request to Administer Medication Form (Appendix 2) before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or year
- Discussing medications with their child prior to requesting that a staff member administers the medication
- Where, necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with school staff and healthcare professionals.

3.7. Training of staff

- Teachers and support staff will receive regular and ongoing training as part of their development as necessary and all training will be recorded

- Teachers and support staff who undertake responsibilities under this policy will receive external training as necessary from the school nurse team e.g. supporting students with diabetes
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Health and Safety Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

3.8. The role of the student

- Student medication will be located in the main school office
- If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored
- If a student is required and able to administer their own medicine (e.g. inhaler for asthma) a member of staff will check that the student fully understands what has to be done, and will organise or supervise the administration
- Students will be encouraged to take their own medication under the supervision of a member of staff.

4. Individual Health Care Plans (IHCPs)

- 4.1. Where necessary, an Individual Health Care Plan (IHCP) will be developed in collaboration with the student, parents/carers, first aider, and medical professionals
- 4.2. IHCPs will be easily accessible whilst preserving confidentiality and in consideration of GDPR
- 4.3. IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner
- 4.4. Where a student has an Education, Health and Care plan (EHCP), the IHCP will be linked to it or become part of it
- 4.5. Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

5. Medicines

- 5.1. No student will be given any prescription or non-prescription medicines without written parent/carer consent except in exceptional circumstances
- 5.2. No student under 16 years of age will be given medication containing aspirin without a doctor's prescription

- 5.3. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered or held in school, they will be returned to the parent/carer
- 5.4. A maximum of 8 weeks supply of the medication may be provided to the school at one time
- 5.5. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing on drugs to others is an offence which will be dealt with under our Drug Policy
- 5.6. Medications will be stored securely in a locked safe in the main school office
- 5.7. Any medications left over at the end of the course will be returned to the student's parent/carer
- 5.8. Written records will be kept of any medication administered to students
- 5.9. Students will never be prevented from accessing their medication at the right time
- 5.10. Prospect School cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergencies

- 6.1. Medical emergencies will be dealt with under the school's emergency procedures
- 6.2. Where an IHCP is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
- 6.3. Students will be informed in general terms of what to do in an emergency such as telling a member of staff
- 6.4. If a student needs to be taken to hospital, a member of staff will remain with the student until their parent/carer arrives.

7. Avoiding unacceptable practice

- 7.1. Prospect School understands that the following behaviour is unacceptable:
 - Assuming that students with the same condition require the same treatment
 - Ignoring the views of the student and/or their parents/carers
 - Ignoring medical advice or opinion
 - Sending students home frequently or preventing them from taking part in activities at school
 - Sending the student to the medical room or school office alone if they become ill
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition

- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to students participating in school life, including school trips
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

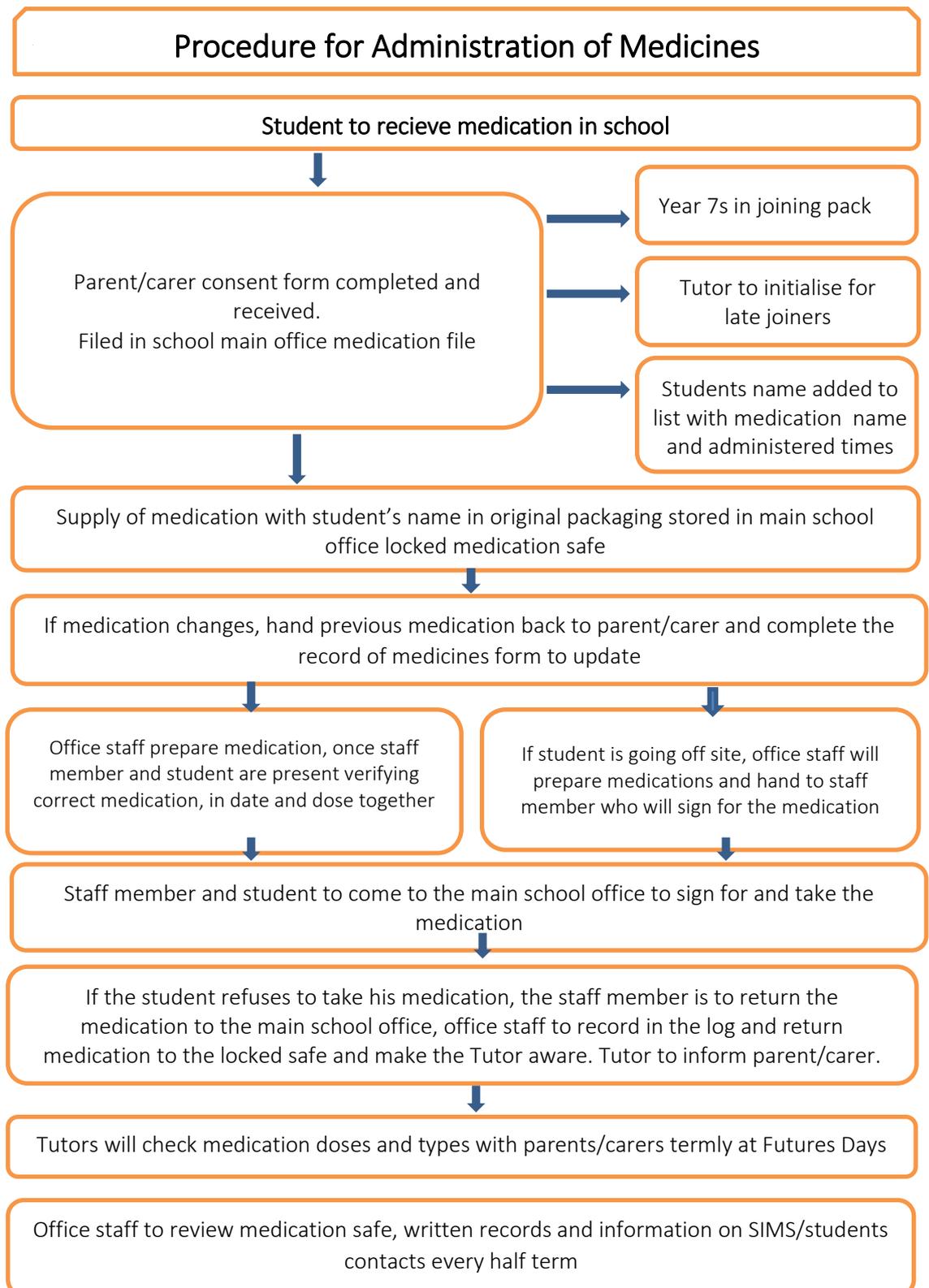
8. Insurance and Indemnity

- 8.1. Hampshire County Council (HCC) have a policy of self-insurance, that is they bear the risks themselves rather than place insurance in the commercial insurance market. The self-insurance arrangements extend to provide an indemnity to school staff who agree to administer medication or a medical procedure to students. This indemnification to staff requires the school to have parents'/carers' permission and for the member of staff to have had training on the administration of the medication
- 8.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the legal department at HCC
- 8.3. Prospect School fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following school guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The school will meet any claims in these circumstances.

9. Complaints

- 9.1. The details of how to make a complaint can be found in the *Complaints Policy*:
 - Stage 1 – Complaint Heard by Staff Member
 - Stage 2 – Complaint Heard by Headteacher
 - Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel

Appendix 1: Procedure for Administration of Medicines



Appendix 2: Request to Administer Medication Form

<h2 style="margin: 0;">Request to Administer Medication Form</h2>	
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Name of student	
Address of student	

Parent/carer home telephone	
Parent/carer mobile telephone	

Name of GP	
Name of GP surgery/medical centre	
GP telephone	

Please tick the appropriate box

My child will be responsible for the self-administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary	
I acknowledge that school staff are not medically trained	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions	
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Signature of parent/carer	
Date	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions	
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Signature of parent/carer	
Date	

10. Appendix 3: Record of Medicines Administered to a Student

To ensure the right medicine for the right student, at the right time, at the right dose

Name of student: _____ Date of Birth: ____/____/____

Name and Strength of medicine: _____

Date Medicine provided by Parent/carer: _____

Quantity Received: _____

Dose and frequency of medicine: _____

Staff Signature: _____ Parent/carer Signature: _____

Consent form received? Yes/No Date Received: _____

Parental Consent form reviewed on (Futures Day)

DATE	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /

Date	/ /	/ /	/ /
Time dispensed			
Name of medicine and dose given	Get this from Ann		
Prepared by: Name of Staff Member			
Signature of Staff Member			
Checked and taken by: Name of Staff Member			
Signature of Staff Member			
Administered by: Name of Staff Member			
Signature of Staff Member			
Time administered			
Witnessed by: Name of Staff Member			
Signature of Staff Member			

Appendix 4 – Individual Health Care Plan (IHCP) implementation procedure

- Parent/carer or health care professional inform school that a student has been newly diagnosed, due to attend a new school, needs have changed or is due to return to school following a long absence
- Headteacher or senior member of staff co-ordinates a meeting to discuss student's medical needs
- Meeting to discuss and agree on need for IHCP to include key school staff, student, parent/carer and other medical professionals as required or reports from them
- Develop IHCP, school will lead on writing the IHCP, input from medical professionals must be provided
- School staff training needs identified, if any, health care professionals to deliver this with staff signed off as competent
- IHCP implemented and shared with relevant staff
- IHCP reviewed when conditions change, if staff, parents/carers or health care professionals ask for this or at least annually.
- The IHCP will be prepared using the form in Appendix 5. This document will be held with all relevant medical information for the individual student.

Appendix 5: Prospect School - Individual Health Care Plan (IHCP)

Name of school/setting

Prospect School

Student's name

Class

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 6: Medical Safe Review

Student name	Type of medication, name and dose	In date Yes/No	Is the medication held in accordance with the latest parental consent form? Yes/No	Checked by (staff name and initials)	Date Checked

Appendix 7: Model letter inviting parents/carers

Dear Parent/Carer

Re: Developing an Individual Health Care Plan (IHCP) for my child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an IHCP to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHCPs are likely to be helpful in some cases, not all students require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHCP has been scheduled for _____. I hope that this is convenient for you and would be grateful if you could confirm your attendance. The meeting will include / involve _____. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. We would be happy to contact them by email or to speak by phone if this would be helpful.

Yours sincerely

Dr. M. Aldridge