



Lord Lawson of
Beamish Academy

LORD LAWSON OF BEAMISH ACADEMY

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Originator: Ian Cooper

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Introduction

This policy has been based on local authority guidance, and guidance from the DfE (Code of Practice for Schools – Disability Discrimination Act 1995: Part 4) (Disability Rights Commission, 2002), Supporting students at school with medical conditions (DfE, December 2015) and Guidance on First Aid for Schools: a good practice guide (DfE, 1998), in conjunction with the medically trained staff and the Principal, subject to approval by Governors.

There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all students. The DfE states that the Children and Families Act 2014 places a duty on schools to 'make arrangements to support students at their school with medical conditions'.

The key points that have been considered include:

- Students at 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 schools to support students at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Aim of this policy

1. To ensure that all students with medical conditions, in terms of physical and mental health, are supported in school so that they can play a full and active role in school life.
2. To ensure the safe administration of medicines to children where necessary.
3. To ensure the on-going care and support of students with long term medical needs via a health care plan
4. To explain the roles and responsibilities of school staff in relation to medicines
5. To clarify the roles and responsibilities of parents in relation to student's attendance during and following illness
6. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
7. To outline the safe procedure for managing medicines on school trips

Staff roles and responsibilities

The Governing Body must:

- Make arrangements to support students with medical conditions in school
- Ensure that this policy is implemented and updated regularly
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions

The Principal will:

- Ensure that the school's policy is developed and effectively implemented with appropriate partners and agencies
- Ensure that all staff who need to know are aware of the any student's condition



- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Have overall responsibility for the development of individual healthcare plans
- Make sure that school staff are appropriately insured and are aware that they are insured to support students in this way
- Ensure the school nursing service is contacted in the case of any child who has a medical condition that may require support at school

The Senior Leadership team will:

- Bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- Ensure that there are sufficient appointed persons for the school to be able to adhere to this policy
- Ensure that staff receive appropriate support and training
- Ensure that parents are aware of the school's **Administering Medicines Policy**
- Ensure that this policy is reviewed annually

All staff will:

- Follow the procedures outlined in this policy
- Complete a health care plan in conjunction with parents and relevant healthcare professionals for students with complex or long-term medical needs
- Share medical information as necessary to ensure the safety of a student
- Retain confidentiality
- Take all reasonable precautions to ensure the safe administration of medicines
- Contact parents with any concerns without delay
- Contact emergency services if necessary without delay
- Keep the first aid room and first aid boxes stocked with appropriate supplies
- Educational Visits Leader – see 'medicines on school trips' below

Health Unit Officer

Is responsible for ensuring that:

- They work closely with the school nurse and external agencies to ensure medical needs are regularly updated
- Staff have easy access to IHCPs of students
- Staff have updated information on the medical needs of the students
- An IHCP is be drawn up as necessary
- Risk assessments are regularly updated, including medical needs

Parents/Carers will:

- Give the school adequate information about their child's medical needs prior to their child starting school; and any changes, such as higher/lower dosage



- Follow the school's procedure for bringing medicines into school
- Only request medicines to be administered in school when essential
- Ensure that medicines are in date and that asthma inhalers are not empty
- Notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

Students

- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan

Safe administration of medicines at school

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the student's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed more than three times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the student's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact unless it has been agreed by the Principal
- All medicines must be brought to the school office by an adult
- The adult is required to complete a **parental agreement form at the school office** for the medicine to be administered by school staff
- The Principal must be informed of any controlled drugs required by students.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school without checking with school first
- Administration of medicines at school must be recorded in the Medicines Book in the Health Unit, by the appointed person dealing with the administration and witnessed by a second member of staff
- Parents may come to the school reception to administer medicines if necessary
- If a student refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

Storage of medicines

- Antibiotics (including antibiotic eye drops) must be stored in the Health Unit fridge
- Tablets must be stored in the locked first aid box in the Health Unit
- EpiPen's should be stored in an appropriate cabinet in the Health Unit
- Asthma inhalers should be stored in the Health Unit, and labelled with the student's name and should be taken with the student during physical activities
- Antihistamine eye drops for severe hay fever must be stored in an appropriate cabinet in the Health Unit room
- No medicines may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy



Medicines on school trips

Students with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all students to participate fully and safely on school trips. Staff should discuss any concerns about a student's safety with parents.

- The trip leader is responsible for designating a person trained in administering relevant medicines for the trip. This person will be responsible for ensuring the correct medicines and health care plans are taken on the trip (including first aid equipment)
- The trip leader is responsible for ensuring that arrangements are in place for any student with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school person on the trip will administer any medicines required and record the details on return to school. The person will return the IHCPs to the Health Unit, and any unused medicines on return to school.
- All medications must be kept safe by the designated person.

In school care plan and support

In the event of a student returning to school after a significant medical issue, the school will complete an In-School Care and Support Plan, which is discussed and agreed with family. Where possible the return should be supported with medical evidence from a GP, or a written agreement by the family. Obtaining this will be the responsibility of the family. The In-School Care and Support Plan should be completed prior to or upon the child's return to school, and should contain reasonable adjustments that the school is able to put in place.

Designated person responsible for overseeing the administration of medicines is responsible for:

- Checking the validity of medicines
- Ensuring medicines are stored correctly
- Ensuring that only trained staff are administering medicines
- Recording the administration of medicines
- Contacting parents about any issues concerning the administration of medicines

Administration of medicines

General

- No medicine should be administered unless clear written instructions to do so have been obtained from a doctor. The school reserves the right to refuse responsibility for the administration of medicine in some instances.
- Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, he/she can sometimes adjust the dose so that none is required during school hours. Products containing paracetamol can only be administered after telephoning parents/carers to ensure no other product containing paracetamol has been given or may be given in the home environment to prevent over dose.
- For each child, medicines should be administered by a named individual member of school staff (with specific responsibility for the task) in order to prevent any errors



occurring. All students who require medication to be given during school hours should have clear instructions where and to whom they report. This procedure will only be necessary where medicines have to be taken for an extended period of time or retained by the school for emergency purposes. Copies to be kept in a students' file in the health unit.

- The parents or legal guardians must take responsibility to update (with a doctor's signature) the school of any changes in administration for routine or emergency medication and maintain an in-date supply of the medication. Any unused or time expired medication must be handed back to the parents or legal guardians of the child for disposal.
- All medicines must be clearly labelled with the child's named, route i.e. mode of administration oral/aural etc., dosage, frequency and name of medication being given. Oral medication must be in original packs with the original prescription label.
- Inhalers and other emergency treatment medication (see below) must follow the child to the sports field/swimming pool/ trips, etc. All other medicines (except inhalers) should be kept securely.
- If there is any difficulty about the use of medicines, including injections or inhalers, the school nurse should be contacted for advice.
- A record of medication given in school must be kept in the medical room.
- Staff must be issued by the school with disposable protective gloves to be used where appropriate.
- Staff asked to handle hazardous material e.g. "sharps" should request specific information regarding disposal. It is usually the case that this is sent home.
- Procedures, including tube feeding, can only be carried out by trained staff. A care plan must detail all aspects of the procedure. A copy to be maintained in the health unit.
- Cough sweets are considered as sweets and therefore can be eaten as required
- Medical Alerts - The named health unit officer will regularly check the medical alerts web site to ensure school has up to date information and will inform whoever necessary if there are any changes.

Long term medication

- The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions, see paragraph above, otherwise the management of the medical condition is hindered.
- In addition, the parents/carers must be informed that they must report any changes in medication to the school.
- It is sometimes necessary to explain the use of medication to a number of students in the class in addition to the affected student so that peer group support can be given.
- Long term medication is particularly applicable to the management of asthma.
- Advice for school staff on the management of asthma for individual children (including emergency care) will be provided by the health unit officer, as requested.
- Any difficulties in the use of an inhaler or understanding about medication usage should be referred to the health unit officer for further advice.
- It is important that the reliever inhalers are immediately accessible for use when a child experiences breathing difficulties or when specifically required prior to a sporting activity and outings



Emergency treatment

- No emergency medication (insulin, inhalers, EpiPen) should be kept in the school except those specified for use in an emergency). In exceptional circumstances a student can carry their medication with prior arrangement with the Principal
- Advice for school staff about individual children will be provided by the school nurse or school main first aider on request.
- Information will be recorded on the care plan and filed in the school office.
- If it is necessary to give emergency treatment, a clear written account of the incident must be given to the parents /carer of the child, and a copy retained in the school.

School visits

- The leader of the visit should ensure that the medical needs of all the children participating in the visit have been identified.
- A named person must supervise the storage and administration of medication.
- If the student needs medication to be administered during the visit a photocopy of the administration sheet should be taken with the student and a copy left in the file. The appropriate amount of medication should then be taken on the visit with the medical sheet. On return to school the sheet should be replaced into the file.

Training staff

- The leadership team are responsible for the implementation of this policy
- The Health Unit Officer will ensure that staff allocated to the roles of administering medicines are adequately trained.
- The Health Unit Officer will name staff responsible for administering medicines, or delegate the role to a trained member of staff as appropriate.
- The Health Unit Officer will ensure that all staff are updated on the medical needs of the students; be able to access the names of the students with IHCP; be aware of the changes to students' medical needs; aware of who the lead staff are when faced with an issue to do with administering medicines.
- The named Health Unit Officer is responsible for writing, maintaining and monitoring IHCPs.

Individual health care plans

- IHCP can be initiated, in consultation with the parent/ carer, by the Health Unit Officer or school nurse. Plans should be drawn up in partnership between the school, parents and healthcare professional.
- The Health Unit Officer is responsible for ensuring that IHCP are available to all staff.
- The Health Unit Officer is responsible for ensuring that relevant information pertaining to the health of the student is available at the start of the student's admission.
- Where there is disagreement about the need for an IHCP, between the parents, medical professional and school, the Principal will make a final decision.
- The IHCP should be linked to, or be part of an Education Health Care Plan if one is provided.

Responsibilities

- The parents/ carers are responsible for ensuring that the school is aware of the medical needs of their child/ children
- The parents/ carers are responsible for ensuring that medication sent into school is in date and in its original container with administration details



- The parents/carers are responsible for ensuring that the medical forms have been completed and signed, and passed to school before their child attends. The school cannot administer medicines without the signed medical forms.
- The school is responsible for ensuring that medicines are administered to the student, following the procedures stated in this policy.
- The school is responsible for contacting parents/ carers if the medicines cannot be given on the same day that they were due.
- The school is responsible for ensuring that a reasonable number of staff are trained to administer medicines to students.
- The school is responsible for ensuring that staff are aware of the medical needs of their students.
- If the student refuses to take the medicine, or allow a specific procedure, the school will not force them to do so. The school will inform parents/carers on the same day.