

## Managing Medicines in School Policy

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**Veritas Multi Academy Trust is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.**

**We will help to ensure they can:**

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they have left

Our schools make sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. It will not be assumed that every child with the same condition requires the same treatment.

Our schools understand the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions.

### **1. This school is an inclusive community that supports and welcomes pupils with medical conditions**

- Our schools are welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

- Our schools will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy. Our schools understand that all children with the same medical condition will not have the same needs.
- Our schools recognise that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

## **2. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency under their supervision.
- All staff receive training for relevant specific medical conditions in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

## **3. All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly relating to the school's general emergency procedures under their supervision.
- If a pupil needs to attend hospital, a member of staff (preferably know to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They can take pupils to hospital in their own car, if insured to do so, accompanied by another staff member in an emergency and parents cannot be contacted.

## **4. Our schools have clear guidance on providing care and support and administering medication at school.**

- Our schools understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- Our schools will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. Procedures are in place for specific medical conditions i.e. asthma, diabetes, haemophilia. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Our schools will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. (See Appendix A)
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Our schools will not make changes to dosages on verbal parental instructions unless the approval of the Headteacher has been sought.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by the doctor.
- Our schools will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.

- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's Behaviour for Learning sanctions are followed.
- If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made. If the refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

#### **5. This school has clear guidance on the storage of medication and equipment at school**

- Our schools make sure that staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and staff have access to any locked away medication.
- Staff should know exactly where to access it.
- Our schools will keep controlled drugs stored securely, but accessibly. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Our schools will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- Our schools will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The school will not accept items of medication in unlabelled containers. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- First aid kits are stored in differing locations dependant on the school, please refer to the First Aid Policy for the designated first aider who will direct you to the nearest kit.

#### **6. This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- Our schools use IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Our schools have a centralised register of IHPs, and the school's FLO and Inclusion Support have the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Parents and where relevant, outside agencies hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- Our schools seek permission from parents before sharing any medical information with any other party in accordance with GDPR regulations.
- Our schools meet with the pupil (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- Our schools keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Our schools make sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.
- Records are kept of all children attending the First Aid room. Information includes- date, time, name, class, reason/treatment & signature of the First Aider.
- First aid bags for trips – should there be a need for first aid, this is recorded in the first aid record book sent on the trip in each bag.

**7. Our schools ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- Our schools are committed to providing a physical environment accessible to pupils with medical conditions. This school is also committed to an accessible physical environment for out-of-school activities.
- Our schools make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti-Bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Our schools understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- Our schools understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Our schools make sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Our schools make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- Our schools will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupils (where appropriate), parent and the pupil's healthcare professional.
- Pupils learn what to do in an emergency by clearly understanding how to inform an adult of the need for first aid or medical support. In addition all children know where the medical room is and how to seek support during class or break times.
- Our schools make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**8. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- Our schools are committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- Our schools review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**9. Each member of the school and health community knows their roles and responsibilities in**

**maintaining an effective medical conditions policy**

- Our schools work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**10. The policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend

Headteacher or Member of school staff to whom this has been delegated, co-ordinates meeting to discuss child's medical support requirements; and identifies member of school staff who will provide support to pupil.

Meeting to discuss and agree on need for IHP to include key school staff, parent, relevant healthcare professional and other medical/health

Develop IHP in partnership – agree who leads on writing it. Input from healthcare professionals must be requested.

School staff training needs identified.

Healthcare professional commissions/delivers training and staff signed-off as competent – review date

IHP implemented and circulated to all relevant staff, including supply staff.

IHP reviewed annually or when condition changes. Parent or healthcare professional to initiate.

# **Calling 112 / 999 – for emergency assistance**

**Please ensure mobile is available and given to the staff member / child so that they can speak direct to the Ambulance Service.**

**If the situation requires 2 people to attend the patient, a member of staff trained in First Aid should cover the First Aid room.**

**Inform a member of Senior Leadership Team of incident**

- **Who is unwell / injured**
- **Where they are**
- **If necessary contact parent / carer or next of kin to inform them of what has happened and what action has been taken.**



When you call 112 / 999, an operator will ask you which emergency service you need.

In a medical emergency, ask for the ambulance service and you will be put through to one of the call-takers.

You will need to have the following information available when you call 112 / 999:

- The location where you are, including the postcode
- The phone number you are calling from
- Exactly what has happened?

We need;

- The exact location of the accident or the illness (playground, hall etc.)
- Exactly what's happened to the patient or what's wrong with them
- An exact age, gender and any medical history (if known)
- If they are conscious
- If they are breathing.

As soon as the Ambulance Service knows where you are we will start arranging help for you. The information will allow us to arrange the right amount of help for you and the patient.

You will also be asked to give some extra information, including:

- Whether the patient is awake/ conscious, breathing and if there is any serious bleeding or chest pain
- Details of the injury and how it happened
- Is the patient in pain and at what level?

Answering these questions will not delay the ambulance services, but it will help them give you important first aid advice while they are on their way.

**If an ambulance has been called:**

- Inform Site Manager / SLT so that they are aware and are available to meet the ambulance crew and open gates if necessary

## **Looking after the patient before help arrives**

If you have called 112 / 999 for an ambulance and help is being arranged, there are four things you can do to help the patient until they arrive,

- Make sure you keep calm
- Follow the instructions given by the operator
- Have somebody outside to meet the ambulance crew
- If the patient's condition changes in any way, call back immediately for further instructions.

# Request for School to Administer Medication

<p><i>The school/setting will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that staff can administer the medication. The school is not obliged to undertake this service and offers to support families on a case by case basis as deemed appropriate by the headteacher.</i></p>	
<b>CHILD DETAILS</b>	Male/Female:
Surname:	Date of Birth:
Forename(s)	Year Group:
	Class:
Address:	
Condition or Illness:	
<b>Medication Details</b>	
Name & Type of Medication (as described on the container)	
Has this medication been prescribed by a GP?	
Expiry Date:	
For how long will your child take this medication?	
Date dispensed:	Expiry Date:
Full directions for use:	
Dosage and method:	
Timing:	
Special Precautions:	
Side effects:	
Self-Administration: (Y/N)	

Procedures to take in an Emergency:			
<b>To be completed by School Staff:</b>			
Storage Instructions (please Tick ONE below)			
First Aid Box (In Classroom)	<input type="checkbox"/>	First Aid Cupboard (In First Aid Room)	<input type="checkbox"/>
	<input type="checkbox"/>	Fridge (In First Aid Room)	<input type="checkbox"/>
<b>Parent/Carer Contact Details</b>			
Name		Address	
Daytime telephone number			
Relationship to child			
<b>I understand that I must deliver the medicine personally to the School Office and that under no circumstances should children be left in charge of their own medication.</b>			
Signature(s)			
Relationship to child		Date	
<b>Headteacher Authorisation</b>			
Authorised by:			
Signature:		Date:	

In the case of non-prescription, pain-killing medication, the school will also ensure that parents and carers are sent a text message informing them of the date and time and dosage given. The pupil will also be given an “*I’ve Received Medication at School Today*” slip to take home containing the same information. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.



These slips are to be completed and sent home along with a text message to parents and carers informing them when **non-prescription medication** is issued to a child in school. Parents and Carers must also complete a school medication form which must then be agreed by the headteacher before any non-prescription medication can be administered to a pupil.

### I've received medication at school today

Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name and Type of Medication: \_\_\_\_\_  
Time of Dosage: \_\_\_\_\_ Amount Administered: \_\_\_\_\_



**Name of Staff Member Administering the Medication:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

### I've received medication at school today

Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name and Type of Medication: \_\_\_\_\_  
Time of Dosage: \_\_\_\_\_ Amount Administered: \_\_\_\_\_



**Name of Staff Member Administering the Medication:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

### I've received medication at school today

Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name and Type of Medication: \_\_\_\_\_  
Time of Dosage: \_\_\_\_\_ Amount Administered: \_\_\_\_\_



**Name of Staff Member Administering the Medication:** \_\_\_\_\_

**Signed:** \_\_\_\_\_