



***For every child to reach their potential and
'Live Life in all its Fullness.'***

Policy Name: Administration of Medication

Policy Written: September 2019

Policy Renewed:

September 2020	No Amendments
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Next Renew Date: September 2021

Statement of Intent

Hindsford CE Primary School is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. (Dfe 2014)

Children with medical conditions should be fully supported in schools. Some pupils may require on-going support, medicines or care in order to keep well whereas others may require monitoring and interventions in emergency circumstances. School will ensure that in providing this support, advice will be sought from relevant healthcare professionals as will the views of parents and pupils. Some children with medical conditions may be disabled. Where this is the case, due regard will be given to the Equality Act 2010 and SEN provision will be in place.

MANAGING ABSENCES

Long absences due to health problems can affect a pupil's ability to integrate with their peers, as can short term and frequent absences. School will ensure that procedures are in place to ensure successful reintegration into school and to ensure the pupil's emotional and general wellbeing.

KEY RESPONSIBILITIES

- Where a child is unable to access school on a full time basis due to existing medical conditions, school will ensure that a flexible programme of support is in place in order to ensure that such children can access and enjoy the same opportunities as others
- School will consider each child individually and will ensure that the provision made focuses on how their medical condition impacts on their school life
- Staff will be appropriately and properly trained to provide the support that each pupil needs
- Admission arrangements will remain fair and equitable

STAFF TRAINING

Any member of staff providing support to pupils with a medical condition will receive suitable training. The member of staff responsible for ensuring that sufficient staff are suitably trained is Miss Dempsey (SENCO).

Staff Training will include:

- Basic First Aid for all staff
- Full First Aid Training for named staff members
- Training from the School Nurse for the administration of medication
- Safeguarding
- Defibrillator training

Training needs will be identified by the SENCO, in conjunction with the members of staff and Healthcare professionals. In each case, individual pupil needs will be looked at in formulating the IHCP (Individual Healthcare Plan) and training needs will be

discussed. Mrs Mitchell will be responsible for ensuring that staff members access this training and that it is reviewed regularly. Training may be off-site or may take the form of whole staff training in school. Staff **should** undertake appropriate training (this does not include First Aid Training) to administer prescription medication and conduct healthcare procedures although in some cases, at the discretion of the SLT, written instructions from a parent or pharmacist will be considered appropriate direction. At Hindsford, the School Nurse will provide this confirmation of proficiency.

A full list of training will be kept and regularly updated.

AWARENESS OF MEDICAL CONDITIONS

Staff will receive regular updates on this policy through INSET and briefings, including their specific roles and responsibilities. When school is notified that a pupil with a medical condition will be arriving at school, the SENCO will liaise with the relevant Healthcare professionals and a plan of support will be put in place. The plan will be made in conjunction with the child's parents, where appropriate taking into account the pupil's views. If decided that a pupil requires support from a key staff member, this will be planned and organised prior to their admission to school. Any supply teachers will be fully briefed on arrival of any pupils with medical conditions by the School Business Manager.

COVER ARRANGEMENTS

For every key staff member in school, there will be a trained cover staff member to ensure that there are no circumstances where a pupil is unable to receive the required support.

RISK ASSESSMENTS

A full Risk Assessment for school visits, holidays and other school activities outside of the normal timetable will be undertaken for pupils with a medical condition to ensure their safety and wellbeing

INDIVIDUAL HEALTHCARE PLANS (IHCP)

The member of staff responsible for developing Healthcare Plans in school is Miss Dempsey. An IHCP is not always necessary. School, healthcare professionals and parents should agree on whether or not a plan should be put in place because it is proportionate and appropriate. An IHCP provides clarity about what needs to be done, when and by whom. The plan will capture the key information and actions that are required to support the pupil effectively. Where a pupil has SEN but does not have a statement or EHC plan, their special educational needs will be outlined in the IHCP. The aim of the plan is to capture the steps which school will take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education. Plans will be reviewed at least annually. Where a child is returning to school following a period of hospital education or alternative provision, the IHCP will identify reintegration support. At Hindsford CE Primary, the following information will be recorded on the IHCP:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs including medication, time, facilities, equipment, testing, access to food and drink, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed including in emergencies. If a pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will provide 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 during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal timetable that will ensure the pupil can participate
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information
- What to do in an emergency, whom to contact, and contingency arrangements.

PARTNERSHIP WORKING

The key members of staff responsible for ensuring that pupils with medical conditions are fully supported in school are;

Mrs Holden (Headteacher)

Miss Dempsey (SENCO)

Mrs Mitchell (Health and Safety Officer)

Hindsford CE Primary recognises that it is essential for staff in school to work with a range of stakeholders/agencies to ensure best practice. This includes Governors, School Nursing Service, Healthcare Professionals eg. GPs, paediatricians, Pupils, Parents, Local Authorities, Providers of Health Services, Clinical Commissioning Groups, Ofsted and Social Care.

PUPILS MANAGING THEIR OWN MEDICAL NEEDS

Where children, after discussion with parents, are deemed competent in managing their own medications and procedures, this will be reflected in their IHCP. In these cases a relevant member of staff will provide the relevant supervision. School will ensure that these pupils can access their medications quickly and easily.

MANAGING MEDICINES ON THE SCHOOL PREMISES

- Medicines will only be administered to a child at school when it would be detrimental to their health or school attendance not to do so.
- Written consent will be obtained prior to any prescription medication be given (this is to be gained using official school recording formats)
- Non-prescription medication (for example antihistamines) may be given by school and will be evaluated on an individual basis in consultation with parents.
- Medication for pain relief will never be administered without maximum dosage and previous dosage information being obtained
- All medications allowed in school will be checked to ensure that they are labelled, in-date, provided in the original container and include instructions. The exception to this is insulin.
- All medicines will be safely secured in the medications drawer in the staff room. Pupils should know who holds access fobs to the staffroom. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will not be locked away but will be kept in the box in the First Aid cupboard of the kitchen.
- School will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects will also be noted. This will be carried out on the official school recording format.
- When no longer required, medicines will be returned to parents/carers. Sharps boxes will always be used for the disposal of needles and other sharps.

EMERGENCY PROCEDURES

An emergency would require school staff to make a 999 call. In this case, a phone call should be made using the school phone in the front office. Where possible, the key staff member with responsibility for this pupil should make the call. If this is not the case, the cover staff member should carry this out. The IHCP should be referred to, to ensure that the emergency services have up-to-date background information and that the correct procedures are followed. All staff should be aware of the emergency symptoms and procedures for each child. Parents will be informed that emergency procedure has been started. If a child needs to be taken to hospital, their key staff member will stay with the pupil until their parent arrives or accompany them to hospital where necessary.

COMPLAINTS

Should parents/carers be dissatisfied with the support provided, they should discuss this directly with school in the first instance. If this does not resolve the issue, the school's complaints procedure should be followed. This procedure is outlined in the planner.