



Supporting Pupils with Medical Needs and The Administration of Medicine Policy

Signed:	Hazel Simmons
Position:	Headteacher
Chair Of Governors	Tim Coulson
Signed	<i>T. J. Coulson</i>
Date Agreed:	December 2019
Next Review:	September 2020

Contents

1. Introduction	3
2. Roles and Responsibilities	4
3. Training	5
4. School Care Plans	5
5. Storage of Medicines	6
6. Parental Consent	7
7. Administration of Medication	7
8. Record of Administration of Medication	9
9. Out of Date Medication and Medication No Longer Required	9
10. School Outings	9
11. Legal Liability	9
12. Complaints	10
13. Links to Other Policies	10
Appendix 1 – Model Process for Developing Individual Health Care Plans	11
Appendix 2 – Parental Agreement to Administer Medication.....	12
Appendix 3 – Regular and Occasional Medication Records	13
Appendix 4 –MARF.....	14

1. Introduction

This Policy is written in line with Statutory Guidance, 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's statutory guidance: [Supporting pupils at school with medical conditions](#).

This Policy should be read in conjunction with The Bridge School First Aid Policy.

- All students at The Bridge School will have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision;
- The Bridge School is welcoming and supportive of students with medical conditions. We recognise that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education;
- Risk assessments are made for off-site visits that include consideration of the specific needs of any students with medical conditions;
- No child will be denied admission or prevented from taking up a place at The Bridge School because arrangements for their medical condition have not been made;
- Pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances;
- We recognise the need to consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported;
- We recognise that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child;

- The Bridge School works in partnership with all relevant parties including the pupil (where appropriate), the parent/carer, the school governing body, all school staff, employers and relevant healthcare professionals to ensure that policy is planned, implemented and maintained successfully.

2. Roles and Responsibilities

All Staff

No member of staff will administer medication or carry out a medical procedure for which they have not been trained and staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Staff are aware of what to do in the case of an emergency. No staff member can be required to do so if they are not willing.

Governing Body

The Governing Body:

- Ensure that arrangements to support pupils with medical conditions in school are in place;
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Headteacher

The Headteacher ensures:

- All staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- The physical environment is accessible to pupils with medical conditions;
- All staff are aware of the medical needs of the students that they are required to support;
- Sufficient numbers of staff are adequately trained to support the medical needs of the students at The Bridge School;

- There are individual school Care Plans for students with emergency care needs;
- Contact is made with the School Nursing Team in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the School Nursing Team;
- School staff are appropriately insured and are aware that they are insured to support pupils with medical needs;
- All medical emergencies and incidents are monitored, and that school policy is altered if and when a need for this is identified;

Health Care Providers

Working relationships with the School Nursing Team and other healthcare providers of health services are maintained, with appropriate levels of communication, training and liaison.

3. Training

Specific training is provided to sufficient numbers of staff to ensure that they have the confidence and competence to support our pupils with medical conditions.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions and The School Nursing Team are therefore asked to advise on training needs for supporting students with medical needs.

4. School Care Plans

A list of all students' medical diagnosis and medical needs is kept on the Medical Needs Register.

School Care Plans are written for students in school who have a medical condition where immediate treatment is required. This follows the Department of Education Supporting Pupils with Medical Needs (2016) model (Appendix 1).

Care Plans written for pupils include:

- Anaphylaxis/Allergies
- Epilepsy
- Asthma
- Diabetes

Where a child has an individual School Care Plan, this clearly defines what constitutes an emergency and explains what to do. School Care Plans are reviewed at the child's annual review, or earlier if evidence is presented that the child's needs have changed.

Copies of all Care Plans are held electronically, and as paper copies in the Medication Room on Primary for students based on Primary, the First Aid Room for students based on Secondary and in each individual student's classroom.

5. Storage of Medicines

Storage of medications for students based in Primary is kept in a locked cabinet in the Medical Room in the staffroom on Primary. There is a key safe next to each medical cabinet and the code for this is known by the First Aiders, SLT, admin staff and other trained staff known to SLT.

Storage of medications for students based in Secondary is kept in a locked cabinet in the School First Aid Room, next to the Sensory Room.

Medication for each child is kept in an individual zipper bag. Seizure medication is kept in the bag with a copy of the NHS protocol.

The zipper bag is labelled with:

- The pupil's name
- The name of the medication
- The expiry date of the medication

The expiry date of each medication is checked termly by those with specific responsibility as delegated by the Designated Person from SLT.

6. Parental Consent

Parental/carer consent is required for the storage and administration of medication (Appendix 2). Parents/carers ensure:

- Medicine is within its 'Use by date';
- Medication is in the pharmacist's original container, is clearly labelled with the child's name, the contents, the expiry date and the dosage and/or other instructions from pharmacist or doctor. (The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container);
- Changes to NHS protocols are immediately communicated to the school;
- They or their nominated alternative person is contactable at all times during the school day.

7. Administration of Medication

- Medication is administered by staff who have been specifically trained to do so
- Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required
- Administration of Medication forms (Appendices 3,4,5,6,7)

Administration of Calpol

Medication for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

In the case of school held Calpol being administered for relief of pain:

- Parents/carers must have given consent;
- Parents/carers must also be contacted by telephone if the child could have been given pain relief in the previous four hours before arriving at school;
- Where possible, parents/carers should be contacted by telephone before administration of pain relief;
- Administration of Calpol should be recorded on the appropriate recording sheet;

EpiPen's and Anaphylaxis Shock

Students with allergies are identified on the Medical Needs Register and will have a school Care Plan in place, with a copy held in the Primary or Secondary Medical Room and in the student's classroom.

Where prescribed, a student's EpiPen is kept in a First Aid 'bumbag' The bag is labelled with the child's name and kept in the individual's classroom, on a high shelf in the class cupboard, out of reach of students. This medication travels with a supporting member of staff when the child is in the swimming pool or out of school on a trip or visit.

EpiPen's can be administered by members of staff who have received EpiPen training.

Parents are responsible for checking that the EpiPen's are still within their 'Use by dates' and for replenishing them. Lead First Aiders will check expiry dates of all medication regularly.

Asthma Treatment and Inhalers

Students who use an inhaler are identified on the Medical Needs Register and will have a school Care Plan in place, with a copy held in the Primary or Secondary Medical Room and in the student's classroom.

Where prescribed, a student's inhaler is kept in a First Aid 'bumbag' The bag is labelled with the child's name and kept in the individual's classroom, on a high shelf in the class cupboard, out of reach of students. This medication travels with a supporting member of staff when the child is in the swimming pool or out of school on a trip or visit.

Students can be helped to use their inhalers by members of staff who have received the appropriate training.

Parents are responsible for checking that the inhalers are still within their 'Use by dates' and for replenishing them. Lead First Aiders will check expiry dates of all medication regularly.

Seizures

Students who suffer from seizures are identified in the Medical Needs Register. Where there is an NHS care plan, a school Care Plan will also be in place, with a copy held in the Primary or Secondary Medical Room and in the Student's classroom.

Emergency medication for seizures can be administered in line with the NHS protocol by members of staff who have received the appropriate training.

8. Record of Administration of Medication

A record of all medicines administered to individual children is kept and states what and how much medication was administered, when and by whom. Any side effects of the medication are also noted.

A record of administration of medication is recorded on one of the following forms:

- Regular and Occasional Medication Record (Appendix 3)
- MARF (Appendix 4)

The form is signed by both the staff member administering the medication and the staff member witnessing the administration of medication.

These forms are kept in the relevant folders next to the relevant medicines storage cabinet.

9. Out of Date Medication and Medication No Longer Required

- Medication which is out of date is returned to parents/carers for safe disposal;
- At the end of the Summer Term, all medication is returned to parents/carers.

10. School Outings

All school outings that include a child with emergency medication or with medication that needs to be administered during the school outing must include a member of staff who is trained to administer medication.

11. Legal Liability

An employee administering medication at work will be acting in the course of their employment and insurance cover against a claim for negligence is provided through the School's employer's liability insurance.

Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil'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. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

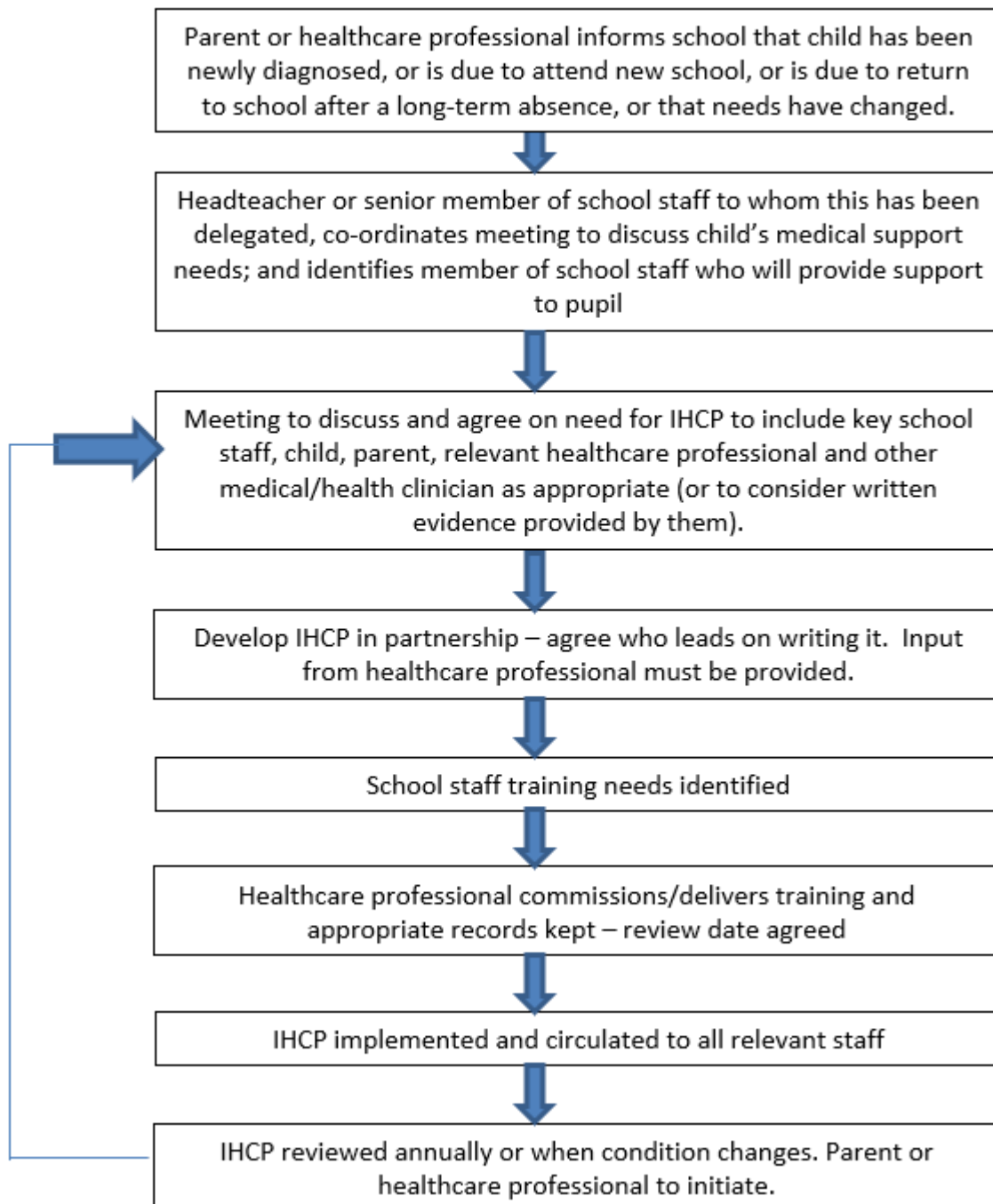
12. Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school and follow the school complaint procedure. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Local Authority.

13. Links to Other Policies

- Educational Visits and Off-Site Activities Policy

**Model process for developing individual healthcare plans
(DfE Supporting pupils with medical needs 2016)**



PARENTAL AGREEMENT TO ADMINISTER MEDICATION

In order for The Bridge School to give your child medicine, please complete and sign this form.

Name of Student	
Date of Birth	
Class	

Medication must be in original packaging with name and expiry date clearly visible.

Medical Condition	
Name / Type of Medicine	
Expiry Date	
Timing	
Special Instructions / Precautions	
Potential Side Effects	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Name:	
Signature:	
Date:	

REGULAR AND OCCASIONAL MEDICATION RECORD

Name of Student:	Date Medication Started:	Expiry Date of Medication:	Date Medication Finished:
-------------------------	---------------------------------	-----------------------------------	----------------------------------

Name of Medicine:	Dose:	Times to be given:	How to be administered:
--------------------------	--------------	---------------------------	--------------------------------

Date:	Time:	Dose:	Any Reaction?	Staff member administering medicine (Print)	Staff member witnessing administration (Print)	Signatures of both

MARF

NAME																																
NAME/DOSAGE:							CODES:										Any special considerations/instructions:															
TIME TO BE ADMINISTERED:							INITIALS: Medication given										<div style="border: 1px solid black; padding: 5px;"> Parental Agreement for Administration of Medication: </div>															
							A: Pupil absent																									
							W: Weekend																									
SEPT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
OCT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
DEC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
FEB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
MAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

