

Fylde Coast Academy Trust



Medical Policy Supporting Children with Medical Needs Administering Medicines Policy 2024-2026

Issue Date	19th June 2024
Electronic copies of this plan are available from	FCAT Central
Copies of this policy and referenced policies are available from	All FCAT Academies
Date of next review	June 2026 / As required
Person responsible for Policy / review	COO/H&S Lead
Approved by	COO

Appendix A Parental Consent Form and receipt of medication

Appendix B Prescription medicine received / Administration log

Appendix C Over The Counter (OTC) medicine received / Administration log

1 Aims

This policy aims to ensure that:

- Students, staff and parents understand how FCAT will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including academy trips and sporting activities.
- FCAT will ensure that sufficient work is provided for students whose attendance is significantly disrupted, to enable them to maintain access to the curriculum.

FCAT and each academy will implement this policy by:

- making sure sufficient staff are suitably trained
- making staff aware of student's condition, where appropriate
- making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- providing supply teachers with appropriate information about the policy and relevant students
- developing and monitoring individual healthcare plans (IHPs)

2 Legislation and statutory responsibilities

This policy meets the requirements under the Children and Families Act 2014 which places a duty on governing boards to make arrangements for supporting students at their academy with medical conditions. A child's mental and physical health should be properly supported in the academy, so that the pupil can play a full and active role in academy life, remain healthy and achieve their academic potential. [Children and Families Act 2014](#) It is also based on the Department for Education's statutory guidance: [Keeping children safe in education 2023 - GOV.UK](#)

3 Roles and Responsibilities

3.1 **FCAT** will ensure that arrangements are in place so that:

- students with medical conditions are properly supported
- can play a full and active role in academy life
- can remain healthy and achieve their academic potential
- staff are properly trained and competent to provide the support that students need in line with their safeguarding duties

3.2 The **Headteacher** will ensure that:

- a person is appointed to have overall responsibility for the implementation of this policy within each FCAT academy
- all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation
- all staff including supply staff who support children with medical needs receive sufficient information to provide appropriate support
- Individual Healthcare Plans are developed, monitored and reviewed annually or earlier if evidence is presented that the child's needs have changed.

- sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- sufficient numbers of trained staff are available to support all individual healthcare plans to cover staff absence, contingency and emergency situations
- a register of children in the academy is kept who have been diagnosed with asthma and/or prescribed a reliever inhaler
- staff are trained to recognise the symptoms of an asthma attack
- at least one emergency inhaler kit is maintained and readily available in an emergency situation
- a register of children in the academy is kept who have been diagnosed with anaphylaxis and/or prescribed an epi pen/auto injector
- staff are trained to recognise the symptoms of anaphylaxis
- at least one emergency anaphylaxis kit is maintained and readily available
- in an emergency situation staff are trained to use a defibrillator, which is maintained and readily available in an emergency situation
- risk assessments for academy visits, holidays, and other academy activities outside of the normal timetable are undertaken for children with medical conditions
- all staff are aware that medical information must be treated confidentially

3.3 **Staff** supporting students with medical conditions during academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 **Students**

- Where appropriate students with medical conditions will be consulted to provide information about how their condition affects them.
- Where appropriate, students with medical conditions will 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.

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

3.5 **Parents** have the prime responsibility for their child's health.

Parents include any person who is not a parent of a child but has parental responsibility for or care of a child.

Parents will:

- provide the academy with sufficient and up to date information about their child's medical needs.
- tell the academy of any change in prescription which should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.
- be involved in the development and review of their child's IHP and may be involved in its drafting.
- carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

Parents should:

- bring their child's medication and any equipment into the academy at the beginning of the academic year
- replace the medication before the expiry date
- as good practice, take into the academy the new asthma reliever inhaler when prescribed
- dispose of expired items to a pharmacy for safe disposal
- during periods of high pollen count, encourage their children, who have been prescribed anti-histamines, to take their medication before school so that their condition can be better controlled during the academy day
- keep their children at home when they are acutely unwell
- ensure that they or another nominated adult are contactable at all times

4 Staff training and support

- Each academy within FCAT will ensure that all staff are aware of the FCAT Medical Policy for supporting students with medical conditions and their role in implementing the policy.
- Any member of staff who agrees to accept responsibility for administering medicines to a child does so voluntarily and will have appropriate training and guidance. There is no legal requirement upon staff to administer medication.
- Training needs will be identified during the development or review of individual healthcare plans and will be reviewed annually.
- The family of a child will often be key in providing relevant information to academy staff about how their child's needs can be met, and parents will be asked for their views but will not be the sole trainer. Training will be provided for staff to ensure that they are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training for new staff will be provided on induction
- Information will be provided by an appropriate healthcare professional so that staff have an understanding of the specific medical conditions they are being

asked to deal with, their implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs.

- Only staff with appropriate training will give medicines or undertake healthcare procedures. (A first-aid certificate does not constitute appropriate training in supporting children with medical conditions).

5 Liability

Fylde Coast Academy Trust will indemnify employees who volunteer to administer medication to pupils. The Trust will likewise indemnify any member of staff acting in good faith for the benefit of a student in an emergency situation.

Fylde Coast Academy Trust will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

6 Individual Healthcare Plan

A Healthcare Plan clarifies for staff, parents and the student the support that can be provided. Individual Healthcare Plans for students with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parents/students and other healthcare professionals where appropriate. The plan will include:

- the medical condition, its triggers, signs, symptoms and treatments
- the students resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- specific support for the students educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, then this will be stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the students medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the academy needs to be aware of the students condition and the support required
- arrangements for written permission from parents and the academy for medication to be administered by a member of staff, or self-administered by the student during academy hours
- separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the student can participate, e.g. risk assessments

- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements

Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Healthcare Plans will be reviewed at least annually but some may need to be reviewed more frequently. Where appropriate the Healthcare Plan will be reviewed at the student's Annual Review.

7 The students role in managing their own medical needs

- After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Parents will be asked to sign to acknowledge that their child is mature and responsible to manage their own medication. This information will be recorded in the Healthcare Plan.
- If it is not appropriate for a child to self- manage, then relevant staff will help to administer medicines and manage procedures for them.
- Parents should be aware that if their child holds their own medication then academy staff will not be recording the doses self-administered
- If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them; a record of administration will be made.
- If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so but will contact the parent and follow the procedure agreed in the individual healthcare plan.
- Parents will be contacted where a student is seen to be using their asthma inhaler more frequently than usual as this may indicate their condition is not well controlled.

8 Administering and Managing medicines

Students will only be given prescription or non-prescription medicines after parents have completed a consent form.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps. The return of such medicines to parents will be recorded.

8.1 Prescribed medication the academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a doctor, dentist, nurse or pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will be available inside an insulin pen or a pump, rather than in its original container

- Parents should note the expiry date so that they can provide a new prescription as and when required.

- Medicines will only be administered at academy when it would be detrimental to a child's health or academy attendance not to do so.

Where possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours.

Over the counter (OTC)

The Medicines & Healthcare products Regulatory Agency licences all medicines and classifies them as OTC when it considers it safe and appropriate that they may be used without prescription. FCAT academies only accept OTC medicines that are in-date, labelled, covering advice information leaflets present and provided in the original container by the Parent.

Students will not be given medicine containing aspirin unless prescribed by a doctor.

In both cases (Prescribed / OTC) consent forms and quantity forms must be completed for each medicine. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent.

Prescription (and non-prescription) medicines will only be administered at academy:

- When it would be detrimental to the student's health or academy attendance not to do so and
- Where we have parents' written consent

Short-Term Medical Needs

Many children will need to take medicine during the day at some time during their time in the academy. This will usually be for a short period only, perhaps to finish a course of antibiotics, which will minimise the time that they need to be absent.

Antibiotics prescribed three times a day can be taken out of the academy day. The academy will support children who have been prescribed antibiotics that need to be taken **four** times a day.

8.2 Controlled Drugs

- Some medicines prescribed for pupils are controlled by the Misuse of Drugs Act, 1971. A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence.
- The academy will keep controlled drugs in a locked non-portable container, to which only named staff have access but will ensure they are easily accessible in an emergency.
- Academy staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions.
- Only trained staff will administer controlled drugs.
- A record of all medicines administered will be recorded and a record will be kept of any doses used and the amount of the controlled drug held in academy, i.e. total number of doses (tablets) provided to the academy, the dose given and the number of doses remaining.

- A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist.

9 Record keeping

Each academy will ensure that records are kept of all medicine administered to students. In addition, records will be kept for those students requiring regular monitoring for conditions such as Diabetes and Epilepsy. Parents will be informed if their student has been unwell and/or received first aid treatment during the academy day. IHPs are kept in a readily accessible place which all staff are aware of.

A record of administration of medicine will not be recorded where the student has taken responsibility for their own medication, e.g. asthma inhalers and take their medication, as and when it is required.

10 Safe storage of medication

- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which it was dispensed.
- Students know where their medication is stored and are able to access them immediately or where relevant know who holds the key.
- A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Medical Room refrigerator, which is not accessible to students. A temperature log of the refrigerator will be taken during the period of storage. (recommended temperature is between 2C & 8C) These medicines must be placed in a suitable additional sealed container, e.g. Tupperware box and clearly marked "medicines". Under no circumstances should medicines be kept in first aid boxes.
- Medication will never be prepared ahead of time and left ready for staff to administer.
- An audit of student's medication will be undertaken every half term disposing of any medication that is no longer required.
- It is the parent's responsibility to ensure their child's medication remains in date.
- The academy will remind parents when their child's medication is due to expire.

11 Arrangements for common conditions

11.1 Asthma (FCAT Asthma Policy)

- An inventory of all students with asthma will be compiled
- An Individual Healthcare Plan will be developed
- Staff will be trained annually to recognise the symptoms of an asthma attack and know how to respond in an emergency
- Students who have been prescribed reliever inhalers have them with them at all times for those students who need them the academy has emergency salbutamol inhalers

- Emergency salbutamol inhalers and spacers are kept In the Medical room within each academy
- Emergency salbutamol inhalers will only be given to students previously diagnosed with asthma whose reliever inhaler is not in academy or whose inhaler has run out, who are on the register and whose parents have signed the consent form
- All trained staff will know how and when to use the emergency salbutamol inhaler
- Parents will be asked to give consent on diagnosis of asthma .Parents will be informed of any emergency dosages given.

11.2 Anaphylaxis (Severe Allergic Reaction)

For students with an allergic condition **parents/carers must notify the academy**, confirming and detailing the nature of the allergy, including:

- the allergen
- the nature of the allergic reaction
- what to do in case of allergic reaction
- any medication and how it is to be used
- preventive control measures
- if a student has an allergy requiring an EpiPen

If the risk assessment deems it necessary, an IHCP must be completed, with the support of relevant medical professionals, and signed by the parent.

Staff, including catering staff (where applicable) will familiarise themselves with the medical information.

Action Plans with a recent photograph for any students with allergies will be posted in the staffroom and the kitchen, with parental permission.

Emergency Adrenaline Auto Injectors (AAI's) will only be given to students previously diagnosed with anaphylaxis whose AAI is not in academy or whose AAI has run out, who are on the register and whose parents have signed the consent form.

12 Academy procedure for managing medicines

Medicines should be brought by parents at the beginning of the academy day. A designated member of staff will ask the parent to complete and sign consent form A, B and or C. **2 members of staff must sign forms B and or C.**

Staff will check that the:

- medicine is in its original container as dispensed by a chemist and details match those on the form
- the label clearly states the child's first and last name
- name of medicine
- dose required
- method of administration
- time/frequency of administration
- patient information leaflet is present to identify any side effects;
- medication is in date

The designated person will log the medicine in the record book and store the medicine appropriately

The designated person will administer medication at the appropriate time.

The following procedure will be followed:

- The student will be asked to state their name – this is checked against the label on the bottle, authorisation form and record sheet.
- The name of the medicine will be checked against the authorisation form and record sheet.
- The time, dosage and method of administration will be checked against the authorisation form and record sheet.
- The expiry date will be checked and read out.
- The medicine is administered.
- The administration of medicine is recorded by the designated person. (Controlled medication must be witnessed by a second adult). Any possible side effects will be noted.
- The medicine is returned to appropriate storage.

If a child refuses to take their medicine, staff will not force them to do so. Staff will record the incident and follow agreed procedures (which are set out in the students Healthcare Plan) and contact parents.

If a refusal results in an emergency, the emergency procedures detailed in the Healthcare Plan will be followed.

If the designated person has concerns about a procedure or a medication that they are being asked to administer they will not administer the medicine, but check with the parents or a health professional before taking further action.

13 Associated FCAT Policies

- Accessibility plan
- Equality Diversity Inclusion / Equality Scheme
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Complaints

14 Further Information

[Keeping children safe in education 2023 - GOV.UK](#)

[Children and Families Act 2014](#)

[Summary of responsibilities where a mental health issue is affecting attendance - GOV.UK](#)

Managing and administering medication to Students

Consent Form A

Notes to Parent / Carers

XXXXXX Academy will not give your child medicine unless you complete and sign this form.

PRESCRIPTION: All Medicines must be in the original container as dispensed by the pharmacy, with the student's name, its contents, in date and the dosage and the prescribing doctor's name.

OVER THE COUNTER: All medicines must be in the original container and in date with the covering advice information and labelled.

The information is requested, in confidence, to ensure that XXXXX Academy is fully aware of the medical needs of your child.

Date	
Student name	
Date of Birth	
Form/Year	
Name of medicine	
Dosage	
When to be given	
Please specify how long your child needs to be taking the medication	
Reason for medication	
Potential side effects	
Daytime phone number of parent or adult contact	

Alternative Contact in the event of an emergency	
Name and phone number of GP	
Review date	

I confirm that the medicine detailed overleaf has been prescribed or is OTC and that I give my permission for delegated staff to administer the medicine to my son/daughter as per the dosage and frequency as prescribed or directed.

The quantity of OTC medication cannot exceed the directed dosage and frequency as stated on the container and advice information leaflet.

I will inform XXXXXX Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

Prime responsibility for a student's health rests with parents. I understand that I must notify FCAT Academies of any changes in writing.

Fylde Coast Academies Trust will seek indemnity from parents in respect of any liability arising from the administration of medicines

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy staff administering medicine in accordance with FCAT academy policy.

Signature

Date

(Parent/Carer/Person with parental responsibility)

*(All signed forms must be scanned and copied and placed on file)
Records of administration to be kept on file*

Consent Form B **PRESCRIBED**

MEDICINES FCAT Academies ADMINISTRATION OF MEDICATION RECORD

Student details:

Surname:.....

Forename(s):.....

Form/Year:.....

Date of Birth:.....

Medication:.....

AMOUNT RECEIVED BY ACADEMY

RECEIVED BY

1.....(Print Name)

CHECKED BY

2.....(Print name)

DATE.....

CONFIRMED BY Parent / Person with parental responsibility

Name..... (Print)

Signature

DATE.....

(Create folder and complete digitally)

Consent Form C

OTC Over the Counter

MEDICINES ADMINISTRATION OF MEDICATION RECORD

Student details:

Surname:.....

Forename(s):.....

Form/Year:.....

Date of Birth:.....

Medication:.....

AMOUNT RECEIVED BY ACADEMY

RECEIVED BY

1.....(Print Name)

CHECKED BY

2.....(Print name)

DATE.....

CONFIRMED BY Parent / Person with parental responsibility

Name..... (Print)

Signature

(Create folder and complete digitally)

Administering Medication to Students

Pre-checks

Check:

1. the medicine is in its original container as dispensed by a chemist and details match those on the form
2. the label clearly states the child's first and last name
3. the name of medicine
4. dose required
5. method of administration
6. time/frequency of administration
7. patient information leaflet is present to identify any side effects;
8. medication is in date

Administering Medicine

1. The student should be asked to state their name – check against the label on the bottle, authorisation form and record sheet.
2. Check the authorisation form and record sheet for name of medicine
3. Check the time, dosage and method of administration against the authorisation form and record sheet.
4. Check the expiry date and read out to students.
5. Administer the medicine
6. Complete Administration record
7. Return the medicine to appropriate storage.

If a child refuses to take their medicine, **do not force them to do so**. Record the incident and follow agreed procedures (which are set out in the students Healthcare Plan if applicable) and contact parents.

