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Longdendale High School Managing  
Medicines in School Policy

October 2022

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## 1 Introduction

This policy puts in place effective management systems to support students with individual medical needs at Longdendale High School. It is based on advice and guidance from *Supporting Students at School With Medical Conditions (December 2015)*.

It provides a basis for ensuring that students with medical needs receive proper care and support at Longdendale High School. This guidance is not a definitive interpretation of the law. Interpreting the law is a matter for the courts alone.

## 2 Students with Medical Needs

Longdendale High School is a fully Inclusive School where students with medical needs have the same rights of admission as other students. The whole school environment is inclusive and favourable to students with medical conditions; this includes the physical environment, as well as social, sporting and educational activities. Longdendale High School makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. We make sure that students 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.

Most students will at some time have short- term medical needs, perhaps finishing a course of medicine such as antibiotics. Some students however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example students with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as students with severe allergies who may need an adrenaline injection. Students with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most students with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

An Individual Health Care Plan (IHCP) can help staff identify the necessary safety measures to support students with medical needs and ensure that they and others are not put at risk.

## 3 Attendance

All school staff understand that frequent absences may be due to a student's medical condition. Longdendale High School will not penalise students for their attendance if their absences relate to a genuine medical condition which can be evidenced upon request. Students with medical conditions who are finding it difficult to keep up educationally will be referred to the SENDCo or School Nurse who will liaise with the student (where appropriate), parent/carer and healthcare professional as appropriate.

## 4 Support for Students with Medical Needs

Longdendale High School staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency and have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. Individual student Healthcare Plans detail triggers and details how to make sure the student 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 students with medical needs. Longdendale High School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents, and the child, if appropriate, should obtain details/Health Care plans from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse may also provide additional background information for staff.

There is no legal duty that requires the school to administer medicines. Longdendale High School has developed roles for support staff that build the administration of medicines into their core job description.

**At Longdendale High School Medicines should only be distributed by the designated support staff after written consent has been obtained.**

## 5 Roles and Responsibilities

**The School Leadership Team have a responsibility to:**

Arrange training for first aiders and appointed persons.

- Where first aid qualifications are due to expire ensure that refresher training is completed or that a replacement first aider/appointed person is appropriately trained.
- Ensure the annual medical conditions training is undertaken by all teaching and support staff including but not limited to EpiPen use, asthma, diabetes, and epilepsy.
- Maintain a record of medical conditions training.

**The SENDCO (Special Educational Needs Co-ordinator) has the responsibility to:**

- Update the school's Managing Medicines Policy.
- Know which students have a medical condition and which have special educational needs because of their condition and share this information with staff.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.
- Ensure that those students with medical conditions have a Healthcare Plan and that parents/carers have the opportunity to review this on at least an annual basis as required.
- Liaise with the school nurse or other medical professionals regarding students' medical conditions and Healthcare Plans.

**First aiders/appointed persons have a responsibility to:**

A list of First Aiders is kept by the Operations Manager

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Record first aid/medical incidents in the school's record system.
- Keep accurate records.
- Ensure the correct storage of medication at school.
- Ensure that expiry dates for all medications are checked three times a year.
- Ensure that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name and dose of the medication and the frequency of the dose.
- An up to date and accurate list of students with medical needs is available on SIMS , with Individual Health Care Plans available on Class Charts .

**Teachers have a responsibility to:**

- Ensure students who have been unwell catch up on missed school work.

- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parent/carers, the student's healthcare professionals, SENDCo, Head of Year and welfare officers if a child is falling behind with their work because of their condition.

**PE teachers have a responsibility to:**

- Ensure students with asthma are not forced to take part in activities if they feel unwell but are not excluded from activities if their asthma is well controlled.
- Ensure students known to have asthma carry prescribed inhalers and are allowed to use them when needed.
- If a student known to have asthma is showing symptoms during an activity, allow them to stop and self-medicate.
- Remind students whose symptoms are triggered by exercise to use their reliever inhaler immediately.

We understand the importance of all students 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 students. This includes out-of-school clubs and team sports. This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. This school makes sure that students have the appropriate medication/equipment/food with them during physical activity

**Parents/carers have a responsibility to:**

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child as required. Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if he/she is not well enough to attend school. Ensure their child catches up on any school work missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Ensure you only allow your child to be in school with no more than 2 painkillers at any time so they can self-administer.

**Students have a responsibility to:**

- Treat other students with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well. Let a member of staff know if another student is feeling unwell.
- Let any student take their medication when they need it, and ensure a member of staff is called. Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Students should know how to take their own medication and take it when they need it. Ensure a member of staff is called in an emergency situation.
- You do not have more than 2 painkillers on you at any time whilst in school, so you can self-administer.
- Do not share any medication.
- Catch up on any missed school work.

**The School Nurse has a responsibility to:**

- Help provide regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

## 6 Prescribed Medicines

**Parents should provide full information about their child's medical needs; including about the medicines their child needs.** Where a prescribed medicine is to be administered in school a parent / carer must complete Form 2 - Parental agreement for Longdendale High School to administer Medicine

Medicines should only be taken to the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist with the student name clearly visible, and include the prescriber's instructions for administration and dosage.

**Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours.

### Non-Prescription Medicines

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents (see Form 2)

Where a non-prescribed medicine is administered to a child it should be recorded on Form 3. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

**A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**

### Short-Term Medical Needs

Many students will need to take medicines during the day at some time during their time at the school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow students to do this will minimise the time that they need to be absent. However, such medicines should only be taken into the school where it would be detrimental to a child's health if it were not administered during the day.

### Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out the school.

The school need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written Individual Health Care Plan for such students using information provided by the relevant health professionals. (See Form 1)

## 7 Specific Medical Conditions

### Asthma

Students with Asthma at Longdendale High School are identified in line with all students with medical needs on the medical register. Annual training is provided for all staff by the school nurse service specifically around meeting the needs of students with Asthma. Students with Asthma should carry their inhaler on their person (labelled with their name) and also have a spare (labelled with their name) in the school office to be used in the event of an emergency. Parents / Carers of students with Asthma should complete Form 4 - Consent for emergency salbutamol inhaler

### **Allergies/ Anaphylaxis / Adrenaline Devices**

Students who have allergies that require them to carry Adrenaline Devices in school, also have a second device kept in the first aid office with a copy of their Individual Healthcare Plan. These students are regularly reviewed by the school nursing service and are highlighted on the Medical Needs Register. School staff receive annual training around use of Adrenaline devices and an attendance record is kept.

### **Diabetes**

Longdendale High School understands the impact that Diabetes can have on learning and that if the disease is not well managed a child might not achieve their full academic potential. Diabetic students can have difficulties with attention, memory, processing speed, planning and organising and perceptual skills. For these reasons, it's crucial that students are supported to manage their Diabetes in all aspects of their life, including their time at school.

Students with Diabetes are well supported at Longdendale High School with Individual Healthcare Plans and highlighted on the Medical Needs Register. Two first aid staff complete training annually in partnership with the Diabetes team and a member of our Inclusion Support team is identified as the central link for these students, parents and Diabetes professionals. Reasonable adjustments are made for those students with Diabetes on a day-to-day basis with close parent-school communication being paramount to enabling such students to feel fully supported

## **8 Administering Medicines**

No child under 16 should be given medicines without their parent's written consent.

Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container
- If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with the school nurse.
- Designated support staff must complete and sign a record (Form 3) each time they give medicine to a child. Good records help demonstrate that staff have exercised a duty of care.

## **9 Self-Management**

It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which students are ready to take care of, and be responsible for, their own medicines, varies. As students grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.



Older students with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and students, the appropriate time to make this transition.

**If students can take their medicines themselves, staff may only need to supervise.**

## 10 Refusing Medicines

If a child refuses to take their medicine, staff should not force them to do so, but should note this in the records and parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

## 11 Record Keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents should complete the Form 2 in these instances. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

## 12 Educational Visits

Students with medical needs are encouraged to participate in safely managed visits. The school will consider what reasonable adjustments we might make to enable students with medical needs to participate fully and safely on visits. A risk assessment may also be required.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any Healthcare Plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other students on a visit, they should seek parental views and medical advice from the school nurse service or the child's GP. The member of staff organising any trips should discuss with SENDCo / Assistant SENDCo the students attending and be aware of medical needs and make adjustments for any SEND students. This should be done well in advance of any organised trips.

## 13 Sporting Activities

Most students with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all students to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being.

**Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.**

Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. **Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.**

## 14 Parents and Carers

It only requires one parent/carer to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

For a child with medical needs, the SENDCo will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Head of School will seek advice from the school nurse, the child's GP or other medical advisers.

**Staff with students with medical needs in their class or group should be informed about the nature of the condition, and when and where the students may need extra attention.**

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. The child's parents and health professionals should provide this information on the Individual Health Care plan.

## 15 School Staff Giving Medicines

Teachers' conditions of employment do not include giving or supervising a student taking medicines. Longendale has ensured that the school has sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have received appropriate training, guidance from the school nurse or appropriate health care professional. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

## 16 Storing Medicines

**Large volumes of medicines should not be stored.** The school will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

**Students should know where their own medicines are stored and who holds the key. The Head of School is responsible for making sure that medicines are stored safely.**

## 17 Access to Medicines

Students need to have immediate access to their medicines when required. At Longdendale High School all medicines are stored in the Main School Office.

## 18 Disposal of Medicines

Staff will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines from school at the end of each term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

## 19 Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff will have access to protective disposable gloves and need to take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

## 20 Healthcare Plans

The main purpose of a Healthcare Plan for a child with medical needs is to identify the level of support that is needed. Not all students who have medical needs will require a Healthcare Plan.

A Healthcare Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician via a Healthcare Plan.

Staff should judge each student's needs individually, as students vary in their ability to cope with poor health or a particular medical condition.

It is the responsibility of the parent/carer to ensure that the school has the relevant medical information from the student's GP/Clinician in order to create an Individual Health Care Plan if needed. It is also the responsibility of the parent/carer to ensure that this information is up to date. The allocated member of staff who co-ordinates the medical register will work with parents/carers and the school nurse service to create each Individual Health Care Plan and will ensure that these are then shared with the relevant members of staff. A copy of each Individual Health Care Plan is kept on the electronic database.

## 21 Off-site education or work experience

Longdendale High School is responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for students with a particular medical condition.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students 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.

## 22 Staff with Medical Conditions

Staff with medical conditions need to make their line manager aware particularly if this will impact their day to day work. If a risk assessment is needed the line manager and member of staff will complete this together and this will be shared with the schools Operations manager.

## Appendices

### Form 1 - Individual Health Care Plan (IHCP)

Name of school/setting	Longdendale High School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	As needed/ new info given

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

**G.P.**

Name

Phone no.

Notes

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

*Please give info of any triggers and/or symptoms we need to be aware of*

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

*Please give info of medication (if any) taken at home or school*

Daily care requirements

*Please let us know of anything we can do to support your child's day at school*

Specific support for the pupil's educational, social and emotional needs

*School to assess what support child needs – please add any suggestions you have.*

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

*Please describe what would class as an emergency for your child*

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed by: (please include any other persons involved with the plan)

Staff training needed/undertaken – who, what, when

Date ..... Parent / Carer Signature .....

**Form 2 Parental agreement for Longdendale High School to administer Medicine**

**Longdendale High School will not give your child medicine unless you complete and sign this form. Medicines must be in the original container as dispensed by the pharmacy. If more than one medicine is to be given a separate form should be completed for each one**

Name of child .....

Date of birth .....

Form .....

Medical Condition / illness .....

.....

**Medicine**

Name / Type of Medicine (as described on the container).....

Expiry date.....

Agreed review date to be initiated by .....  
(name of member of staff)

Dosage and method .....

Timing.....

Special Precautions.....

Are there any side effects that the School need to know about? .....

.....

Self-administration                      Yes / No (delete as appropriate

Prescribed or Non-prescribed medicine? .....

Name and Number of GP .....

Procedures to take in an Emergency .....

**Contact Details**

Name .....

Daytime Telephone number .....

Relationship to Child.....



I understand that I must deliver the medicine personally to the main school office and accept that this is a service that Longdendale High School is not obliged to undertake.

I understand that I must notify the school of any changes in writing

Date .....

Signature.....

Relationship to child .....

**Form 3 Record of medicines administered at school to all students**

Name of Student .....

Date	Time given	Dose given and name of medication	Any reactions	Name of staff and signature

**Form 4 Consent form for the emergency salbutamol inhaler****In the event of a student showing symptoms of asthma or having an asthma attack**

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from their emergency salbutamol inhaler held by the school for emergencies. Please note that this form will remain valid for the duration of your child's education at Longdendale High School.

**Parent/carer contact details**

Signed	
Print Name	
Child's Name	
Date	
Home Telephone	
Mobile	
E mail	