



## MIDDLETON PARISH CHURCH SCHOOL

### Medicines and Supporting Pupils with Medical Conditions Policy

*“Excellence, Truth & Grace”*

#### **RATIONALE**

Middleton Parish Church School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education’s guidance released in December 2015 – “Supporting pupils at school with medical conditions”. Ofsted rightly places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

#### **At Middleton Parish Church School, we aim to: -**

- Provide a culture of high achievement for all
- Provide a challenging and engaging curriculum for all
- Provide a high quality teaching and learning experience for all
- Provide a high quality learning environment for all
- Develop the confidence, independence and wellbeing for all

These aims are encapsulated in our 4 drivers, Ready to learn; Respectful; Reflective and Aspirational.

#### **Key roles and responsibilities**

##### **1.1. The Local Authority (LA) is responsible for: -**

- 1.1.1 Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- 1.1.4 Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

##### **1.2. The Governing Body is responsible for: -**

- 1.2.1 The overall implementation of the ‘Supporting Pupils with Medical Conditions’ Policy and procedures of Middleton Parish Church School
- 1.2.2 Ensuring that the ‘Supporting Pupils with Medical Conditions’ Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the School’s ‘Complaints’ Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

- 1.2.5 Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping records of any and all medicines administered to individual pupils and across the school population. This will be done via Medical Tracker.
- 1.2.8 Ensuring the level of insurance in place reflects the level of risk.

### **1.3. The Head teacher is responsible for: -**

- 1.3.1 The day-to-day implementation and management of the 'Supporting Pupils with Medical Conditions' Policy and procedures of Middleton Parish Church School.
- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff that need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

### **1.4. Staff members are responsible for: -**

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6 Specific named members of staff are responsible for administering injections.

### **1.5. School nurses are responsible for: -**

- 1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2 Liaising locally with lead clinicians on appropriate support.

### **1.6 Parents and carers are responsible for: -**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.

1.6.2. Being involved in the development and review of their child's individual healthcare plan and carrying out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure that they or a nominated adult are contactable at all times.

1.6.3. Completing a parental agreement for school to administer medicine form, before bringing medication into school.

1.6.4. Providing the school with the medication their child requires and keeping it up to date.

1.6.5. Collecting any leftover medicine at the end of the course or year.

1.6.6. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

1.6.7. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head teacher, other staff members and healthcare professionals.

## **2. Definitions**

2.1. "Medication" is defined as any prescribed or over the counter medicine (providing it is labelled appropriately and the correct paperwork is completed by the parent)

2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3. A "staff member" is defined as any member of staff employed at Middleton Parish Church School including teachers.

## **3. Training of staff**

3.1. Teachers and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their new starter induction as appropriate.

3.2. Teachers and support staff will receive regular and on-going training as part of their development. Staff who undertake responsibilities under this policy will receive regular training. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

3.3. No staff member may administer drugs by injection unless they have received training in this responsibility. Only members of staff who have undertaken an 'Administering of medicines' course are permitted to administer medicines.

3.4. The Administrator will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

3.5 First Aiders are identified by a green lanyard.

3.6 Children who require assistance to move or use any specialist equipment such as seating, changing beds or walking aids have supportive staff that have been trained in the use of this equipment.

## **4. The role of the child**

4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

4.2. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

4.3. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher

## 5. Individual Healthcare Plans (IHCPs)

5.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

5.2. IHCPs will be easily accessible whilst preserving confidentiality.

5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

5.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## 6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

6.2. Medicines may only be given in cases where the express written permission from parents or carers has been received by the school in hard copy. Records also need to show the dose and the last time the medicine was given. An appropriate format will be provided. Medicines can only be given when provided in their original form with the unaltered prescription details attached.

6.3. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

6.4. No child under 16 years of age will be given medication **containing aspirin** without a doctor's prescription.

6.5. Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

6.6. A maximum of four weeks' supply of the medication may be provided to the school at one time.

6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence and will be dealt with as such.

6.8. Medications will be stored in the lockable fridge or appropriate lockable boxes in the first aid area or in bags, in the case of visits outside school. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must supervised by a member of staff when they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

6.9. Epi-pen – Any member of staff can administer an Epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an Epi-pen. If symptoms are more severe, the Epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made. If the school has children that require an Epi-pen regular training will be provided.

6.10. Any medications left over at the end of the course will be returned to the child's parents.

- 6.11. Records will be kept of any medication administered to children.  
6.12. Pupils will never be prevented from accessing their medication.  
6.13. Middleton Parish Church School cannot be held responsible for side effects that occur when medication is taken correctly.

## **7. Emergencies**

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.  
7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail: -

- What constitutes an emergency.
- What to do in an emergency.

Copies of Healthcare Plans (IHCP) are held on CPOMS and on the Medical Tracker.

- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.  
7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **8. Avoiding unacceptable practice**

Middleton Parish Church School understands that the following behaviour is unacceptable:-

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to a first aider or the school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## **9. Insurance**

- 9.1. Teachers who undertake responsibilities within this policy are covered by the school's public liability insurance.  
9.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head teacher.

## **10. Complaints**

- 10.1. The details of how to raise a concern or make a complaint can be found in the 'Complaints' Policy: