

ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - Department of Education updated August 2017.

Introduction:

On 1st September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. The statutory guidance in this document is intended to help governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure 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.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to

limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the

Special educational needs and disability (SEND) code of practice. The Special educational needs and disability code of practice explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those children.

Further advice:

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be denied or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Advice on the role of parents:

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Advice on the role of pupils:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should 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. Other pupils will often be sensitive to the needs of those with medical conditions.

The staff of Heath Farm School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of teaching/support staff who have been deployed to do so. It will be the Class Teacher responsibility to ensure that the agreed medication procedures are followed and adhered to with every child they care for.

Please note that parents / carers should keep their children at home if acutely unwell or infectious.

Parents / carers are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent / carer.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents / carers.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents / carers should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Headteacher or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name;
- Name of medication;
- Dosage;
- Frequency of administration;
- Date of dispensing;
- Storage requirements (if important);
- Expiry date.

Liquid medication must be in an unopen bottle the above details clearly shown.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet in the First Aid Room in Reception, except in the case of inhalers and Epi Pens, which will be kept locked securely in the classrooms.

The school will keep records, which they will have available for parents / carers.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents / carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

If a child is sent to school not medicated , it will be the parents / carers responsibility to either bring the medication to school to be administrated by them directly or the child will have to be sent home.

It is the responsibility of parents / carers to notify the school in writing if the pupils, need for medication has ceased.

It is the parents / carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date, please only send in enough medication for a half term.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent / carer for transfer to a community pharmacist for safe disposal.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents / carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training / guidance through arrangements made with the school's chosen training provider.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Non prescribed medication can be administered to pupils, if we have the relevant written authority from the carer / parent, **this must be sent in unopened**. We would also need notification when the child had the last dose and how much was administered, if applicable. No child under 16 can be given Aspirin, unless it has been prescribed by a doctor.

At end of each term / half term all medication will be returned to the carers / parents or via transport escorts. This will be in a locked box and a key will be either given to the carer / parent or escort, if medication has not gone home previously. Please send back the medication in the same locked box and keep the key, as we have a key for each box, at the start of the new term / half term.

All staff will be made aware of the procedures to be followed in the event of any emergency in addition to this we would seek advice from Public Health England and use guidance from Health Protection in Schools and other childcare facilities, updated 28th December 2018.