

EHS

SUPPORTING PUPILS AT
SCHOOL WITH MEDICAL
CONDITIONS AND
MEDICATION
ADMINISTRATION POLICY

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Policy Statement

Eaton House Schools has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. This policy is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

The aim of this policy is to ensure that pupils and staff at Eaton House Schools and parents/carers understand how our school will support pupils with medical conditions. This policy applies to Eaton House Schools including EYFS.

Roles and responsibilities

The Head Teacher

The Head Teacher at Eaton house Schools has ultimate responsibility to make arrangements to support pupils with medical conditions. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions. will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nurse in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one individual.

Those staff who take on the responsibility to support pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/carers

Parents and carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

School Nurse

Our School Nurse will be notified when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. The school nurse will support headteachers to implement a child's IHCP.

Individual health care plans (IHCPs)

The headteachers (with support from school nurse) have overall responsibility for the development of IHCPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents/carers when an IHCP would be inappropriate or

disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Procedure

At Eaton House Schools we follow the procedures below.

- The Admissions Department will process new pupils' information and they will inform the head teacher and school nurse promptly of any medical conditions that have been listed on the admissions paperwork for the pupil.
- Once the school receives notification that a pupil has a medical condition, the Head Teacher co-ordinates a meeting to discuss the pupil's healthcare needs. This should be attended by the parents, Head of Learning Enrichment/SEND, Form Teacher, Deputy Head, LSA if in place and relevant health care professionals involved in the pupil's care. An individual healthcare plan (IHCP) is then agreed, and the Head Teacher ensures that specific staff are nominated to deliver the care needed. The plan may identify training needs for the nominated staff, to ensure they can meet the pupil's medical needs competently. It is the Head Teacher's responsibility to ensure the IHCP is implemented and all training is booked.
- Arrangements for new pupils must be put in place in time for the start of the relevant school term.
- In the event of a new diagnosis for a current child or children joining the school mid-term, every effort should be made to ensure that arrangements are put in place at the earliest opportunity.
- Individual healthcare plans must be referred to by staff when they are planning teaching and should be regularly monitored. All staff involved in the teaching and support of a pupil are made aware of their condition and individual healthcare plan, with due regard to the pupil's right to confidentiality. These staff must be detailed at the end of the IHCP.
- Each individual healthcare plan defines what constitutes a medical emergency and sets out what action should be taken.
- Staff who are responsible for the pupils' care must be listed in the IHCP and this includes which staff will cover if a staff member/s are absent.
- The Head Teacher must ensure plans are reviewed whenever a pupil's circumstances change and at least annually.
- The Head Teacher must ensure that planning for the support of pupils with medical conditions is included in risk assessments for activities outside of the normal timetable.
- Staff work collaboratively with healthcare staff from outside agencies, including pupils' GP to support the pupils with medical conditions.
- Staff work collaboratively with other educational services, including home tuition services, to support pupils who have had long-term absences from school caused by their medical conditions. Teachers and staff keep in touch with pupils who are absent and provide whatever support they can to ensure they are able to continue their studies.

- The Head Teacher must ensure that medication arrangements are put in place that comply with the statutory guidance. These support where possible, the self-care of pupils under supervision.
- The Head Teacher must ensure a medicine consent form is completed via the Parent Portal and added to the IHCP.
- Medication must be recorded on the school's medicine record form each time medicine is given. The completed forms must be filed with the IHCP.
- Any member of school staff who provides support to a pupil with medical needs, including administration of medication, receives suitable training which is recorded in the IHCP.
- All planning is carried out in collaboration with parents. Parents are informed of any variations and incidents, including any medical emergencies and refusal to take medication.
- Staff must ensure they follow the school procedures and the IHCP.
- Insurance arrangements are in place to cover staff providing support to pupils with medical conditions, including the administration of medication.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted

Administration of Medication

The Head Teachers will ensure that the procedures below are followed when agreeing to accept responsibility for aiding the administration of medication to pupils. The Head Teacher will ensure that staff who agree to aid the administration of medication should be properly informed, trained and supported as necessary.

- The school should only accept prescribed medicines that are in date, labelled, provided in the original container (as dispensed by a pharmacist) and include instructions for administration, dosage and storage. The school will not accept medication which does not have a label or a label that has been altered or is unreadable.

- The medicine must be brought to school by the parent, not the child, and delivered personally to the School Nurse or an appropriate member of staff such as the Form Teacher.
- Medicines must be clearly labelled with contents, the owner's name and dosage and will be stored in a locked medication cabinet or fridge. Typically, medication will not be stored in the classroom, unless it needs to be at hand immediately, such as an asthma inhaler.
- An **Administration of Medicines Parental Consent Form** must be completed by the parent if they wish the school to administer medication to their child. This should include full details of the medication and directions for use. Parents can access the **Administration of Medicines Parental Consent Form** which is located in the Parent Portal under the section 'My Children'. Once the parent has completed the form on Parent Portal a notification email will be sent to the Head Teacher/Deputy Head Teacher/School Nurse to confirm an **Administration of Medicines Parental Consent Form** has been completed for the individual pupil.
- The medication should be administered by the School Nurse, where possible, and an online Administration of Medicines Record form will then be completed. The form includes the name and the dose of medication as well as the time it was given. If a child refuses to take the prescribed medication, staff must not force them to do so; instead they will make an appropriate note on the form and ensure that parents are informed about the refusal.
- At the end of a course of medication any surplus medicine, or the original empty container, must be returned to the parent or disposed of at a pharmacy by the School Nurse.
- Where medicines must be administered during educational visits, day trips or sporting activities, trip co-ordinators must ensure that trained members of staff are included on the trip or activity and that suitable arrangements are in place for transporting and administering medicines and the procedures to follow if medical support is required. Medicines must be transported securely and appropriate facilities should be available at the location for the administration of the medicine. The medication which goes on any trip must be registered on the Administration of Medicines Record Form and be included in the risk assessment. When an Individual Health Care Plan is in place procedures must be followed as per the Care Plan.
- No member of staff will administer specialist medication or perform procedures such as insulin injections unless they have accessed appropriate training and are deemed competent and are listed in the Care Plan of the pupil's IHCP as the responsible person/s.
- **At no point must a child's specialist medical testing equipment be used on anyone else.**
- **Prescription medication can only be used by the pupil who the medication has been prescribed to. It is illegal to give the prescribed medication to anyone else.**
- Long term medication use should be recorded in a child's individual healthcare plan.
- Medication which is taken long term and is part of the Individual Healthcare Plan must be recorded on an **Administration of Medicines Record each time the medication is administered**

When a pupil has an Individual Health Care Plan only the nominated persons must administer the medicine/s.

Any person responsible for administering medicines to a named pupil must ensure they are aware of:

- the details of the pupil's condition
- any special requirements, e.g., dietary needs, pre-activity precautions
- the likely side effects of the medicine
- what constitutes an emergency
- what action to take, and not to take, in an emergency and whom to contact

Staff will never make changes to recommended dosages. The health professional's instructions must be followed.

Storage of Medicine

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or disposed of by the School Nurse via the pharmacy if this is not possible.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHCPs.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- If the pupil becomes ill, send them to the school office or First Aid Room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs

- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Duty of Care

Under Common Law every member of staff has a duty of care to “Act like any reasonably prudent parent”. In an emergency this could be considered to include administering emergency medication even if you have not volunteered to do so.

Emergency procedures

Staff will follow the school’s normal emergency procedures (for example, calling 999). All pupils’ IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance

Covert Administration

Covert administration is when you give a child medication without their knowledge. There are only certain, extenuating circumstances in which this should be done. This is when the child is deemed to lack the mental capacity to make the right choice for themselves, but it is considered that taking the medication is in their best interest.

It is extremely important before covertly administering medicine, that a four step process takes place and is usually triggered by a child refusing their medication.

1. It begins with a mental capacity assessment if the child is considered to lack the capacity to consent.
2. A best interests meeting will be held. This meeting should involve anyone responsible for the child’s care including the form teachers, Head Teacher, a GP, any other relevant health professional and the child’s parents. If it is decided in this meeting that covertly administering medication is in the best interests of the child, the next step must be taken.
3. Parents to speak to the pharmacist and see whether it is possible to do so as there are some medications which cannot be crushed up, so maybe alternative medicines may be needed.
4. A plan for covert administration should be drawn up and agreed by everyone who attended the best interests meeting. This plan should include a risk assessment, a

method for covertly administering and a date for review. This should be included into the pupils IHCP.

Inhalers and adrenaline auto-injectors

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injector pens should be always readily available to pupils and should not be locked away. This is particularly important when pupils are outside of school premises, such as on school trips.

Immediate access to reliever inhalers is essential for the emergency treatment of asthma, a common disease of the respiratory system in which the airways constrict and become inflamed. The symptoms include:

- wheezing
- shortness of breath
- chest tightness
- coughing.

Adrenaline auto-injectors (such as “Epi-Pens”) are devices that can inject a set amount of adrenaline into the body. They are used in the event of a severe allergic anaphylactic reaction caused by foods, insect bites or medicines. Such reactions can be fatal and require immediate first aid, including the application of adrenaline. Please refer to Allergens and Anaphylaxis Policy for further information.

Staff training

Head Teachers will ensure staff providing support to a pupil with medical needs have received suitable training and this must be updated to always reflect the IHCP. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. Understanding is needed for the specific medical conditions which staff are supporting, the implications of the medical conditions and preventative measures.

Record keeping

Head Teachers will ensure that written records/online records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their pupil has been unwell at school. IHCPs are kept in a readily accessible place that all staff are aware of.

Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the form teacher in the first instance. Please refer to the Complaints policy for more information.

Monitoring arrangements

This policy will be reviewed annually.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- First aid
- Health and safety
- Safeguarding
- Special educational needs