

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.

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 School Nurse

The school nurse will support the Heads to implement a child's IHCP.

Our school nurse will be notified by the Admissions team and Data Manager when a pupil has been identified as having a medical condition that will require support in school.

Heads of Eaton House Schools

The Heads of Eaton House Schools have 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. They will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are enough 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
- 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
- Ensure the safe implementation of IHCPs.

Staff

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

Those staff who take 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:

- It is the parents responsibility to inform the school (either directly to the School Nurse or to the child Head of Schools) of any medical intervention
- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription
- 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
- Respond to termly communication from the school nurse via the heads welcome back letters and promptly notify of any changes to their child's medical needs.
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Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Depending on the age, pupils could 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.

Individual health care plans (IHCPs)

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

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

IHCPs 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 is inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the school nurse will make the final decision. When a pupil has an IHCP, only the nominated persons must administer the medicine/s.

School Procedures for Supporting Pupils with Medical Conditions

At Eaton House The Manor we follow the procedures outlined below. Please refer to Appendix 1 for the procedure and arrangements for supporting pupils with medical conditions and administration of medication at Eaton House Belgravia.

- The Admissions Department will process medical information provided for new pupils and promptly inform the relevant Heads and School Nurse of any medical conditions, allergies or other relevant medical needs identified on the admissions documentation. The Data Manager will then prepare and update medical information charts and distribute them to the Catering Team, School Nurse and relevant Heads.
- If a Form Teacher or any other member of staff receives new or updated information regarding a pupil's medical condition or allergy, they must promptly refer the information to the Admissions Department. The Admissions Department will ensure that the information is processed and communicated in accordance with the procedure outlined above.
- Arrangements for new pupils must be put in place in time for the start of the relevant school term.
- At the beginning of each term the school nurse contacts parents to obtain any relevant medical updates. Any changes or new information are then communicated to Heads and other relevant staff members.
- 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.
- Once the school receives notification that a pupil has a medical condition, the nurse co-ordinates a meeting to discuss the pupil's healthcare needs. An IHCP is then agreed, and the Heads 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 responsibility of school nurse to ensure that the IHCP is implemented and all required training is arranged and scheduled.
- Each individual IHCP defines what constitutes a medical emergency and sets out what action should be taken.
- The school nurse must ensure a medicine consent form is completed via the Parent Portal and added to the IHCP.

- The school nurse 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.
- Medication must be recorded on administration of the school's medicine record form each time medicine is given. The completed forms must be filed with the IHCP.
- All staff involved in the teaching and support of a pupil are made aware of their condition and IHCP, with due regard to the pupil's right to confidentiality.
- 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.
- 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.
- Staff must ensure they follow the school procedures and the IHCP.
- The Heads 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 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.
- Parents are informed of any variations and incidents, including any medical emergencies and refusal to take medication by the school nurse or Heads.
- The school nurse must ensure plans are reviewed whenever a pupil's circumstances change and at least annually.

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

Promoting Wellbeing, Inclusion and Independence

The school is committed to promoting the physical, emotional, and mental wellbeing of pupils with medical conditions and ensuring that they are fully included in all aspects of school life. We recognise that medical conditions can have an impact on a pupil's confidence, emotional wellbeing, attendance, learning, social relationships, and participation in school activities. Staff will be mindful of these potential impacts and will work collaboratively with pupils, parents/carers and relevant professionals to provide appropriate support.

The school will foster an inclusive environment that values diversity and seeks to reduce stigma associated with medical conditions. Pupils with medical conditions will be treated with dignity and respect, and reasonable steps will be taken to ensure they are not disadvantaged, isolated or subjected to discrimination, bullying or unfair treatment because of their condition.

Where appropriate, the school will support pupils to develop independence and confidence in managing their own medical condition, medicines, and healthcare needs. This will be done in accordance with their age, maturity, understanding, and IHCP and in partnership with parents/carers and healthcare professionals.

The school will take steps to support attendance, engagement in learning and participation in the wider life of the school, including educational visits, extracurricular activities, and social opportunities. Where a medical condition affects a pupil's attendance or participation, staff will work with the pupil and their family to identify and implement appropriate support and reasonable adjustments.

The views of pupils with medical conditions will be sought and considered when planning and reviewing support arrangements. The school will encourage pupils to contribute to decisions affecting them and will promote positive peer relationships, social inclusion, and a sense of belonging within the school community.

General Administration of Medication

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

- 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 school nurse, Heads and Deputy Heads.

- Medication must be delivered to the school by a parent/carer and must not be transported by the pupil. The medication should be handed directly to the school nurse at the morning drop-off or, in their absence, to a designated member of staff, such as the form teacher.
- 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.
- Medication must be clearly labelled with contents, the owner's name and dosage and will be stored in a locked medication cabinet or fridge. Medication will not be stored in the classroom, unless it needs to be at hand immediately, such as an asthma inhaler or EpiPen.
- Medication should only be administered by the School Nurse. In their absence, medication may be administered by staff identified on IHCP, or by other appropriately trained staff depending on pupil's timetable. **Adrenaline auto-injectors/EpiPens can be administered by anyone when required In all cases, an Administration of Medicines Record Form must be completed.** This record will include the name of the medication, the prescribed dose, and the time it was administered.
- If a child refuses to take their prescribed medication, staff must not administer it by force. Instead, the refusal should be clearly documented on the record form, and parents must be informed at the earliest appropriate opportunity.
- For pupils who travel home by school bus, or are in Vesper club or any other after school club the school nurse may place the medication in the pupil's school bag for transport home. Written parental/carer consent must be provided to confirm agreement with this arrangement
- Any alternative collection or return arrangements must be communicated to the school nurse in advance to ensure that medication is returned safely and appropriately.
- At the end of a course of medication any surplus medicine, or the original empty container, must be returned to the parent by the school nurse or can be returned to a Pharmacy by 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.
- 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.
- **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.**
- The School Secretary (with support from School Nurse) will conduct a termly audit of all pupil medication to ensure that medication is within its expiry date, correctly labelled, stored securely and recorded appropriately.

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.

Pupils managing their own needs

Older pupil 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.
- 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

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

Heads 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 IHCP.

Understanding is needed for the specific medical conditions which staff are supporting, the implications of the medical conditions and preventative measures.

Record keeping

The school nurse 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. Medication and allergy related incidents and near misses are recorded and monitored by the school nurse. Any learning identified from these events is reviewed and shared with the wider staff body to promote continuous improvement safe practice.

Liability and indemnity

The Bursar will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

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.

Linked Policies

- Allergens and Anaphylaxis Policy
- Health and Safety
- Complaints Policy

Appendix 1: EHB Procedure and Arrangements for Supporting Pupils with Medical Conditions and Administration of Medication

This appendix sets out the procedure and arrangements for supporting pupils with medical conditions and administration of medication at Eaton House Belgravia.

The School Secretary carries out the majority of the day-to-day responsibilities normally undertaken by the School Nurse.

EHB Procedure

1. The School Secretary (with support from Head and School Nurse) have overall responsibility for the development of IHCPs for pupils with medical conditions.
2. The Admissions Department will process medical information provided for new pupils and promptly inform the Head, School Secretary and School Nurse of any medical conditions, allergies or other relevant medical needs identified on the admissions documentation. The Data Manager will then prepare and update medical information charts and distribute them to the Catering Team, School Secretary, School Nurse and Head.
3. If a Form Teacher or any other member of staff receives new or updated information regarding a pupil's medical condition or allergy, they must promptly refer the information to the Admissions Department. The Admissions Department will ensure that the information is processed and communicated in accordance with the procedure outlined above.
4. At the beginning of each term the School Secretary contacts parents to obtain any relevant medical updates. Any changes or new information are then communicated to Head and other relevant staff members.
5. Once the School receives notification that a pupil has a medical condition, the School Secretary co-ordinates a meeting to discuss the pupil's healthcare needs. An IHCP is then agreed, and the Head 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 responsibility of the Head to ensure that the IHCP is implemented and all required training is arranged and scheduled.
6. The School Secretary ensures a medicine consent form is completed via the Parent Portal.
7. The School Secretary ensure plans are reviewed whenever a pupil's circumstances change and at least annually.

8. 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 School Secretary, Heads and Deputy Heads.
9. Medication must be delivered to the School by a parent/carer and must not be transported by the pupil. The medication should be handed directly to the School Secretary at the morning drop-off or, in their absence, to a designated member of staff, such as the form teacher.
10. Medication should only be administered by the School Secretary. In their absence, medication may be administered by staff identified on IHCP, or by other appropriately trained staff depending on pupil's timetable. **Adrenaline auto-injectors/EpiPens can be administered by anyone when required.** In all cases, an Administration of Medicines Record Form must be completed. This record will include the name of the medication, the prescribed dose, and the time it was administered.
11. At the end of the School day parents/carers are required to collect their child's medication from the School Secretary's office.
12. Any alternative collection or return arrangements must be communicated to the School Secretary in advance to ensure that medication is returned safely and appropriately.
13. At the end of a course of medication any surplus medicine, or the original empty container, must be returned to the parent by the School Secretary.
14. School Secretary 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.
15. Medication and allergy related incidents and near misses are recorded and monitored by the School Secretary. Any learning identified from these events is reviewed and shared with the wider staff body to promote continuous improvement safe practice.
16. The School Secretary (with support from School Nurse) will conduct a termly audit of all pupil medication to ensure that medication is within its expiry date, correctly labelled, stored securely and recorded appropriately.

