



Supporting Pupils with Medical Needs and the Administration of Medicines in School Policy

Mission statement:

“Enjoy, learn, achieve”

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Supporting Children with Medical Conditions and the Administration of Medicines in School Policy

Named person for responsibility for supporting pupils with medical conditions:
Ms Justine Baker

Named administrator: Ms Pardeep Kaur (lower school); Mrs Karen O'Mahoney (upper school)

Traded services school nurse: Ms Ruth Lowe

This policy should be read in conjunction with Supporting Pupils at School with Medical Conditions, statutory guidance for governing bodies of maintained schools and proprietors of academies in England, December 2015.

The Administration of Medicines in Schools and Settings, A Supplemental Guidance Document, February 2018, Birmingham City Council.

1.0 The Law

The Children and Families Act 2014, Section 100 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of pupil referral units to make arrangements for supporting pupils at their school with medical conditions. This includes having clear processes in place for the administration of medication.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The Act highlights that children or young people with a disability should not be at a disadvantage to their peers. Where this is the case, governing bodies must comply with their duties under the Act.

The Medicines Act 1968 and Misuse of Drugs Act 1971 provide guidance on the prescription, administration and storage of medications including controlled drugs.

The Health and Safety at Work Act 1974 states that it is the duty of an employer (schools) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

2.0 Key Principles

Grove School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance December 2015 – "Supporting pupils at school with medical conditions" under a

statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014 – Updated 16 August 2017

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions. Disabilities, also including those pupils with medical conditions.

3.0 Aims

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Our aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in Grove School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

4.0 Roles

4.1 The Governing Body

The Governing Body of Grove School must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at Grove School as any other child. School, the local authority, health professionals and other support services should work together to ensure that children at Grove School with medical conditions receive a full education. In some cases this may require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority.

Consideration may also be given to how children will be reintegrated back into school after periods of absence.

In making their arrangements, the governing body should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others.

The Governing Body should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Governing Body should ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need. 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 should be denied admission 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.

The Governing Body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.

4.2 The role of the Head teacher

The Head teacher should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and the administration of medicines in school and understand their role in its implementation.

Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child 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.

4.3 The role of all school staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 The role of the School Nurse Service

Through the BCHC Plus programme the school has purchased additional school nurse time from a team dedicated to this programme, provided to the same high clinical standards, and focusing on their school's specific needs and outcomes.

A BCHC Plus school nurse will provide regular, scheduled visits and protected time dedicated to the school. The nurse will address agreed specific health needs, always working in conjunction with, and complementing, the core service. Our school nurse is Ruth Lowe.

The School Nurse Service is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

4.5 The role of other healthcare professionals, including GPs and paediatricians

Healthcare professionals, including GPs and paediatricians should inform the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

4.6 The role of the pupil

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.

4.7 The role of parents

Parents should provide Grove 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 will be involved in writing the plan. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment that are in date and ensure they or another nominated adult are contactable at all times.

5.0 Professional development and training

All school staff receive training from the School Nurse Service on an annual basis. It is the responsibility of all staff to ensure they attend and maintain records of their attendance.

Annual training programme:

1. Allergy and the use of an adrenaline auto-injector (EpiPen/Jext)
2. Asthma Awareness
3. Epilepsy and the use of emergency rescue medication (if deemed necessary due the needs of pupils on roll)

The training ensures that all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Where a child has a complex medical condition school contact the medical needs practitioners and have regular training. This can be as frequent as once a year e.g. for a pupil with Type 1 Diabetes.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

At Grove School we have a number of staff who have undertaken full paediatric training (2 day course). This certificated training is provided by Safe Aid Services. The following staff have completed the training and are qualified:

Elaine Patel - administrator
Pardeep Kaur - administrator
Karen O'Mahoney - administrator
Michelle Murphy - administrator
Christine Willoughby – EYFS AHT
Samantha Houlston – teacher
Laura Bricklebank – teacher
Kate Davies – teaching assistant
Gurjit Kaur Malhi – teaching assistant
Elmira Cavolli – playleader

Training for all staff on basic First Aid is updated annually.

When a new member of staff joins the school, they are provided with medical information and have access to individual health care plans for pupils with whom they work. This induction is conducted by a senior member of staff.

Long term supply staff who work in Grove School are briefed by the year group leader regarding pupils with an individual health care plan.

When short term supply staff work at the school the administrator who introduces them to the classroom will ensure the member of staff is aware of where the medical shelf is in each classroom and that each pupil with an individual health care plan has a box clearly labelled with their name.

When pupils take part in educational visits off site or residential visits external providers are informed, as appropriate, of pupil medical needs. If a child who has a medical condition attends a residential visit a senior leader will meet with the parent to complete an administration of medication form. The parent and member of staff also agree and record medication to be given in loco parentis. Records are maintained of medication given and the amount of medication a parent gives to the lead teacher on the first day of the residential visit.

6.0 Individual Health Care Plans (IHCP)

6.1 Admission to Grove school

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

Following the completion of the medical needs for new admissions and new medical needs the following procedures are followed:

- A meeting to discuss the child's medical needs and a member of staff identified who will provide support for the pupil
- An Individual Health Care Plan is written in partnership with the parent/school/medical professionals as required
- The IHCP is implemented and circulated to all relevant staff, the IHCP is stored in the red medical needs folder in the child's classroom
- A medical box with in date medication and the child's name is stored on the medical shelf in the classroom
- The IHCP is reviewed annually or when the condition changes

6.2 Writing an Individual Health Care Plan

When developing an individual health care plan the following should be considered:

- The medical condition, signs, symptoms and treatments.
- The child's resulting needs, including medication.
- The level of support needed. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support and their training needs.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours.
- Arrangements for school trips or other school activities.
- What to do in an emergency, including who to contact, and contingency arrangements.

Schools should only accept prescribed medicines if they are in-date, labelled, and in the original packaging, including instructions for administration, dosage and storage.

Insulin must still be in-date but may be provided to schools in pens or pumps for administration. These should still be appropriately labelled.

Non-prescription medicines should be in their original packaging with written consent and information for administration.

A child under 16 years of age should never be given medicine containing aspirin unless prescribed by a doctor.

At Grove school individual health care plans for asthma and eczema are written with a parent and a senior leader.

If a child has an allergy or any other medical condition the individual health care plan is written with the parent and the school nurse service.

Children with allergies wear a red wrist band at lunchtime. Our catering team have details of pupils with allergies. All staff complete training on allergies annually.

7.0 Administration of medication

7.1 Organisation of medication in school

Named member of staff with overall responsibility for policy implementation: Justine Baker, Head Teacher

At Grove School we would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day. However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.

We are able to take responsibility for these occasions in accordance with the guidelines laid down in this policy. i.e. we will only administer PRESCRIBED medication.

When an individual health care plan is written with a parent a Grove school parental consent form: Administration of Medication is completed with the parent. This is maintained in the red medical folder in the classroom.

The form is signed and dated by the parent and a senior leader. It includes the following information:

- Child's name
- Date of birth
- Class
- Medical condition
- Name/type of medication
- Expiry date
- Dosage and method
- Timing
- Special precautions/other instructions
- Side effects
- Self administration
- Procedures to take in an emergency
- Medicine start and end date
- Details of parent/carer

Children should be encouraged and supported to self-manage their medication wherever possible. This should be recorded in the IHCP.

Inhalers for asthma and creams for the relief of eczema are stored in an individual medical box on a shelf in the classroom. Spacers for inhalers are stored in a cloth bag or envelope. They should not be stored in a plastic box.

In each classroom in lower school there is a clearly marked 'Medical shelf' this is not of an accessible height for children. The shelf should not be removed and nor should display/children's work be on the board.

The shelf contains a plastic box for each pupil in the class with a medical care plan. The box contains the medication for a child. A copy of the child's Administration of Medication and Individual Health Care Plan is stored in a red medical needs folder on the shelf.

The medical boxes are colour coded:

Blue – asthma

White – creams (usually for eczema)

Red – Allergies/Diabetes

In upper school the boxes are contained in the year group cupboard in the central area clearly marked with a first aid/ medical sign.

For children with Type 1 Diabetes there is a daily clean of the sink area during the school day, before administration of medication and hand washing.

Medication is checked to ensure it is in date by the named administrator (Ms N Kaur) every 3 months. When medication is nearing the end of its use by date, Ms Kaur will contact parents to inform them and request new medication.

There are six universal inhalers in school. These are kept in the head teacher's office, the deputy head teacher's office, the lower and upper school office.

The school has two defibrillators; these are stored in the lower school administrative office and in the upper school administrative office. They have been registered with the NHS Ambulance Service.

There is choking apparatus in the early year's hall and the upper school hall. These are clearly labelled.

Emergency Epi pens can be found in the main office, upper school office & Head teacher office.

School has an emergency bleed kit. There is one stored in the main office.

If a pupil requires medication to be administered on temporary basis then this medication is stored in a medical cabinet. We have two medical cabinets at Grove. One in the lower school office and one in the upper school office, these are secured to the wall and cannot be removed. Access is by key. We also have a small fridge in upper school for the storage of medication.

Schools should ensure that staff are aware of children who may require support with medication. If a child refuses to take their medication or carry out the medical procedure, staff should not force them to do so. The parents should be notified.

7.2 Pupils with allergies

We have a number of pupils with allergies at Grove. When a pupil joins the school, the parent will share information on the new admissions and new medical needs form.

A meeting will be arranged to complete an individual health care plan prior to the child commencing the school.

A photograph of the child, their full name, class and what they are allergic to is added to an allergy record. All senior leaders, administrators and the school catering service have a copy of this information.

The school catering service maintain records in the serving areas. Pupils with an allergy are issued with a red wrist band, this denotes they have an allergy.

7.3 Parental responsibility for medication in school

Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately by the parent.

A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished, this should be done in person by the parent/carer.

7.4 Storage & Disposal of Medication

All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. School staff keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access.

Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.

Grove School staff may administer a controlled drug to the child for whom it has been prescribed. Grove School staff administering medicines should do so in accordance with the prescriber's instructions. School staff keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

8.0 Procedures for dealing with a medical emergency

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

A Medical Emergency Report should be completed when:

1. A pupil has a medical emergency whilst at school and has been given prescribed emergency medication, e.g. Epipen

Or

2. A pupil has been sent to hospital via an ambulance.

The form will be completed by a senior manager and the member of staff who administered first aid. See Appendix 1.

The completed form should be kept on the pupil file.

If a member of staff or child should need to go to hospital following an accident or injury on school site then the local authority request an accident/near miss reporting form is completed. This form should be checked and signed off by a senior leader.

9.0 Complaints

In the unlikely event that a parent wishes to make a complaint they must be provided with the school's complaints procedures. This is available on the school website: www.grove.bham.sch.uk/parents/school_policies/ complaints and parent partnership policy.

10.0 First Aid Procedures

All members of staff have a responsibility to administer and record basic first aid.

If a child has a minor accident in the classroom first aid is administered, the year group first aid book completed and the parent informed verbally at the end of the school day.

If a child has a minor accident in the hall or playgrounds/outside learning areas the member of staff working with the child administers first aid and completes the first aid book for that playground or hall.

The member of staff should inform the class teacher/teaching assistant/HTLA/unqualified teacher who is then responsible for informing the parent verbally.

If a child has a head bump they must be checked by a staff member, if necessary the parent/carer contacted and a first aid form completed, copied for the pupil file and a copy provided for the parent/carer.

If a pupil vomits and/or has diarrhoea the parent/carer should be contacted to take the child home. Advice from the school nurse service is the child should not return to school until 48 hours after the last symptom.

School will consult with the school nurse for advice regarding illnesses and will follow the advice given, sharing with parents/carers as appropriate.

Appendix 1

Grove School Medical Emergency Report

Pupil's name:

Date of birth:

DETAILS OF INCIDENT

Date:

Time:

What happened: -----

Details of treatment given: -----

Additional information and comments:-----

Ambulance sent for: YES/NO

Name of person completing the form: -----

Date form completed:-----

Appendix 2

Medical Needs – to be used for new admissions and for new medical needs

Child	
Date of birth	
Class	

Medical condition	
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Names of medical professionals supporting my child:

Name	Hospital or GP surgery name (or other)	Email contact	Phone number

School actions – for school administrative use

Action	Who	Date
Meeting to discuss the child's medical support needs, and identifies a member of school staff who will provide support to the pupil.		
Date and time of Individual health care plan meeting		
IHCP in partnership with parent/school nurse/medical professionals as required		
School staff training needs identified.		
IHCP implemented and circulated to all relevant staff.		
Medical boxes in school with in date medication and IHCP in labelled boxes.		

IHCP reviewed annually or when condition changes. The parent or healthcare professional to initiate.		
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Grove School Parental consent form Administration of Medication

Grove staff will not give your child medication unless you complete and sign the form. At Grove we have an administration of medicines policy (see Grove website <http://web.grove.bham.sch.uk>).

Child	
Date of birth	
Class	

Medical condition	
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Name/type of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/ other instructions	
Are there any side effects that school needs to know about?	
Self-administration – yes or no	
Procedures to take in an emergency	
Medicine start date	
Medicine finish date	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details of parent/carers

Name	
Daytime telephone number	
Relationship to child	
Address	

I give consent to staff at Grove to administer medicine in accordance with the Grove School Administration of Medicines Policy.

I will inform Grove School immediately in writing to enquiry@grove.bham.sch.uk if there is any change in dosage or frequency or if the medicine is stopped.

Signed.....

Print name.....

Date.....

For senior management use

Based on the information above the headteacher/deputy headteacher acknowledges that is, or may be, necessary for your child to be given medication during school hours.

Signed:

Date.....

Grove School, Dawson Road, Handsworth, Birmingham, B21 9HB Tel: **0121 464 4669** Email: **enquiry@grove.bham.sch.uk**

Grove School Individual Health Care Plan (IHCP)

1. Child's information

Child's name	
Date of birth	
Year group	
Address	
Medical condition(s) <i>Give a brief description of the medical condition(s) including sign/symptoms/tiggers/behaviours</i>	
Allergies	
Date	
Document to be updated annually Parent/carer to inform school if medical condition(s) change or if the IHCP is no longer required.	

1.1 Family contact information – attach SIMS contact sheet

Name	
Relationship	
Home phone number	
Mobile phone number	
Work phone number	
Email	

Name	
Relationship	
Home phone number	
Mobile phone number	
Work phone number	
Email	

Name	
Relationship	
Home phone number	
Mobile phone number	
Work phone number	
Email	

1.2 Essential information concerning child's health needs

	Name	Contact details
Specialist nurse		
Consultant paediatrician		
Specialist		
GP		
School nurse		
SENCO	Miss C Dowell	c.dowell@grove.bham.sch.uk 0121 464 4669
Class teacher		
Teaching assistant (where applicable)		
Other non-teaching staff		
Family support worker		
Social worker		
Headteacher	Ms J Baker	j.baker@grove.bham.sch.uk 0121 464 4669

2. Medical condition(s)

Medical condition	
Name/type of medicine (as described on container)	
Dosage and method	
Timing	
Special precautions/ other instructions	
Are there any side effects that school needs to know about?	
Self-administration – yes or no	
Procedures to take in an emergency	

How the medication is to be stored School medical boxes School medicine locked cupboard School medicine fridge	
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Medical condition	
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Name/type of medicine (as described on container)	
Dosage and method	
Timing	
Special precautions/ other instructions	
Are there any side effects that school needs to know about?	
Self-administration – yes or no	
Procedures to take in an emergency	
How the medication is to be stored School medical boxes School medicine locked cupboard School medicine fridge	

3. Emergency situations

An emergency situation occurs when a child needs urgent treatment to deal with their condition

What is considered an emergency?	
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What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow-up actions that are required?	

4. Impact on care at snack and meal times

Morning break		
Lunchtime		

5. Physical activity

Are there any physical restrictions caused by the medical condition(s)?	
Is there any extra care needed for physical activity?	
Actions before exercise	
Actions after exercise	

I give consent to staff at Grove to administer medicine in accordance with the Grove School Administration of Medicines Policy.

I will inform Grove School immediately in writing to enquiry@grove.bham.sch.uk if there is any change in dosage or frequency or if the medicine is stopped.

Signed (parent/carer).....
Date:.....

	Name	Signatures	Date
School nurse			

Headteacher	P Matty		
Assistant headteacher / Deputy headteacher			

6. Staff training – for school use

	Contact	Dates
Medical professionals who will train the staff on specific medical needs		
Who needs to be trained?		
School nurse role		

Dawson Road, Handsworth, Birmingham, B21 9HB
Tel: **0121 464 4669** Email: **enquiry@grove.bham.sch.uk**

Appendix 3

SCHOOL RECORD OF MEDICATION ADMINISTERED

Name of
child.....
Class.....
D.O.B.....

Date		
Quantity received		
Quantity returned		
Staff signature		
Print name		

Attach child's
photo here

Name and strength of medication:

.....

Dose and frequency of medication

.....

Date									
Time Given									
Dose Given									
Staff signature									

This form is completed if a parent requests medication needs to be administered in school, for example antibiotics. It is also used if a child attends a residential visit to record medication administered.