

Policy for Supporting Students with Medical Conditions and for the Administration of Medicine

September 2015

Date Reviewed	November 2017
Signed	

1. The staff of Ilfracombe Junior School wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. The Head teacher will be responsible for ensuring the following:
 - Adequate procedures are followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support).
 - Adequate procedures are followed when a student moves to the school mid-term or when a student has a new diagnosis.
4. The Head teacher is responsible for ensuring procedures are regularly reviewed.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the school, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
 - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

6. The Head teacher will have the final decision on whether an Individual Health Care Plan is required.

Students with Asthma or Allergies and the use of Emergency Inhaler/Spacers or Epipens

7. The Health & Safety Co-ordinator will be responsible for ensuring the following:
 - Instructing all staff on the symptoms of an asthma attack or anaphylactic reaction
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma and allergy register
 - Instructing all staff on how to access pupil inhalers and epipens
 - Making all staff aware of who are the designated First Aid staff and how to access their help
8. The Health & Safety Co-ordinator will be responsible for ensuring that designated staff:
 - Recognise the signs of an asthma attack or anaphylaxis and when emergency action is necessary
 - Know how to administer inhalers, with or without a spacer
 - Know how to administer epipens
 - Make appropriate records of any incidents
9. The Health & Safety Co-ordinator will be responsible for the storage, care and disposal of asthma/allergy medication.
10. The Health & Safety Co-ordinator will be responsible for ensuring that there has been written consent from parents for the administration of the emergency medication. The emergency medication will only be available for students who have been diagnosed with asthma or anaphylactic allergy and have been prescribed medication AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
11. The Health & Safety Co-ordinator will be responsible for the supervision of administration of medication and for maintaining the Medical Conditions register.
12. The Health & Safety Co-ordinator will be responsible for ensuring parents are informed in writing when the emergency medication has been used.

The Administration of Medicine

13. The Head teacher will accept responsibility in principle for members of school staff giving or supervising a student taking medication during the day, where those members of staff have volunteered to do so.
14. Any parent/carer requesting the administration of medication can view a copy of this policy on request.

15. Prescribed medication will be accepted and administered in the establishment. Non-prescribed medication will only be accepted and administered in the following circumstances: where a pupil requires continued use of medicine such as paracetamol or ibuprofen for an ongoing condition and where their attendance will be impacted by absence due to the taking of this medicine.
16. Prior written parental consent is required before any medication can be administered and a Parental Agreement for a DCC Establishment to Administer Medicine Form must be completed.
17. Only reasonable quantities of medication will be accepted (no more than one week's supply).
18. Each item of medication should be delivered in its original dispensed container and handed directly to the school office.
19. Each item of prescribed medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
20. Any non-prescription medication must be delivered in its original packaging clearly showing the name of the medicine, instruction on administration and the dosage rates.
21. The school will not accept items of medication which are in unlabelled containers or not in their original container.
22. The school will reserve the right to refuse administration of non-prescription medication, or to administer non-prescription medication at dosages directed by parents, if this is in contradiction with any dosage guidelines on the original packaging or the circumstances of the need for the medication are of concern.
23. Unless otherwise indicated, all medication to be administered in the school will be kept in the school office.
24. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these but will go to the school office for them to be administered.
25. All medication administered in school will be recorded in the Administration of Medicines Log including the child's name, date, name of medicine and dosage given and signed by the member of staff administering the medicine. In the

case of pupils who are self-administering (see point 24) a daily pupil record will be maintained and signed by the pupil and member of staff supervising for each dose taken.

26. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
27. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
28. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Grievance Procedure

29. The school's Grievance Policy should be followed in the event a grievance arises. Please see the Clerk to Governors for a copy of the policy.