

Supporting Pupils with Medical Conditions and Administration of Medication Policy

Last updated: November 2023

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Approved by Governor: 9 November 2023

Aims and Objectives

This policy sets out to ensure the administration of medicines and supporting children with complex health needs is adequately managed so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Governors are responsible to ensure that suitable arrangements are in place so that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life including education, school trips and physical education.

The Headteacher will ensure that this policy is effectively implemented. This includes ensuring that staff are aware of this policy and understand they have a duty of care to follow and co-operate with the requirements of this policy and its implementation. Responsibility for all administration of medicines is held by the Headteacher.

Staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they are not required to do so. Staff should receive sufficient and suitable training and feel competent before taking on the responsibility to support children with medical conditions.

Parents should be the first to notify Hemdean House School (HHS) that their child has a medical condition and provide HHS with sufficient and up to date information about their child's medical needs. Parents should be involved in the development and review of their child's Individual Health Care Plan (IHCP). Parents should provide medicines and ensure they or another nominated adult are contactable at all times.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute to the development of their IHCP.

All medical information is treated confidentially by staff.

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them

- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medicines

The administration of medicines is the overall responsibility of parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst in our care, and this may include managing medicines where appropriate and agreed with parents. However, HHS can only act upon information provided by parents.

Prescribed medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parent. Medication will only be accepted if it is in date, packaged correctly and includes a prescription label for the correctly named pupil.

Non-prescribed medicines

Non-prescribed medicines will be administered where a child has a mild illness and is able to complete the normal school activities required of them. This is at the discretion of the Headteacher. If a child is unable to participate in the day's activities, they will be asked to be cared for at home.

The children are never given aspirin products unless it has been prescribed for an individual child by a doctor.

Maintenance drugs

We manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from parents. On such occasions, an IHCP is in place for the child concerned. An IHCP will ensure that HHS can continue to support a pupil's ongoing medical needs that require additional support, to ensure that the pupil can fully access all aspects of the school day and their potentially fluctuating symptoms can be managed.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- rectal diazepam for major fits
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

Children with illnesses that are infectious or children that are not well enough to be present at school should be treated at home.

Procedure for Administration

When deciding upon the administration of medicine needs for children we discuss this with the parents concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines' consent form completed by the parent and kept on file.

Individual health care plans are completed for children with ongoing health needs where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

All administration of medicines is recorded, even refusals to take medication, parents are informed at the earliest available opportunity.

One member of staff gives the medicine and a second member of staff witnesses and checks the prescription details and dosage given.

The records include:

- The name and year group of pupil
- Name of medicine
- Strength of medicine
- Expiry date (check it's in date)
- Reason for medication
- Storage requirements
- When to administer
- Dosage
- Medication duration
- Side effects noticed after administering medicine will be recorded and parents will be asked to seek further medical advice.

Records are [maintained on Engage](#).

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, severe allergies, heart problems, epilepsy and very severe asthma.

Off-site medication

The trip leader is responsible for collecting the emergency contact details and medical lists of all of the pupils that will be off site on a school trip, sports fixture, swimming or for community events. [This information is readily available to staff on Engage](#),

The trip leader/teacher in charge will ensure that all medicines relating to the children are taken with them and stored securely with the teacher. A [paper](#) administration of medicine form will also be taken off site with the medicines, [if the staff member does not have access to Engage, to record this information electronically at the point of administration.](#)

An appropriately trained member of staff will be in attendance on all off-site visits.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned by the most senior member of staff with the appropriate level of medical training at the earliest opportunity and parents informed to accompany the pupil to the hospital if at all possible.

Training

An appropriate number of staff are trained in;

- Administration of Medicines in School
- Supporting Pupils at School with Medical Conditions
- Understanding Asthma
- [Understanding Anaphylaxis](#)
- [Concussion Awareness](#)

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

The staff training requirements will be regularly reviewed against the current needs of the pupils.

Storage

Secure storage, which is out of reach of children is situated in our main school office cupboard. Emergency medicines, such as inhalers are stored in the child's classroom, so it can be quickly accessed.

The storage of medicines is undertaken in accordance with product instructions and in the original container, displaying the prescription notice for whom it should be given to.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.

All medicines are returned to parents annually at the end of the academic year, or sooner if they have expired. It is the responsibility of the parents to return medicines to the School Office at the start of each year.

This policy should be read in conjunction with:

1. First Aid Policy
2. Parental Agreement to Administer Medicine at School
3. Child's Temperature Monitoring Form

Note: Purple text denotes the changes made in the most recent policy review.