



ST JAMES
Senior Boys' School

**Administration of Medicines and
Supporting Pupils with Medical Conditions Policy**

Contents

1	Policy statement	2
2	Aims	2
3	Responsibilities	2
4	Liaising with parents	2
5	Individual Health Care Plans	3
6	Training	4
7	Insurance	4
8	Medical records and consent	4
9	Prescription and non-prescription medication	5
10	Self-medication	5
11	Administration of medication	5
12	Storage of medication	6
13	Emergency procedures	6
14	Off-site visits and sporting events	7
15	Unacceptable practice	7
16	Complaints	7
17	Review	8
Appendix		
Appendix 1	Model process for developing Individual Healthcare Plans	9
Appendix 2	Individual Healthcare Plan (IHCP)	10
Appendix 3	Parental agreement for setting to administer medicine	12
Appendix 4	Parental agreement to administer non-prescription medication	13
Appendix 5	Record of medicine administered to an individual child	14
Appendix 6	Record of medicine administered to all children	16
Appendix 7	Staff training record: administration of medicines	17
Appendix 8	Contacting emergency services	18
Appendix 9	Template letter inviting parents to contribute to Individual Healthcare Plan development	19

1 Policy Statement

- 1.1 This policy applies to all pupils at St James Senior Boys' School.
- 1.2 This policy is addressed to all staff and is available to parents on request.
- 1.3 This policy should be read in conjunction with the school's First Aid Policy. The school adheres to the DfE guidance entitled 'Guidance on First Aid for Schools 2014'.

2 Aims

- 2.1 The Board of Governors of the School is committed to ensuring that all pupils with medical conditions can access and enjoy the same opportunities at the School as any other pupil and to ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic potential.
- 2.2 The Board of Governors will also ensure that the School implements and maintains an effective management system for the administration of medicines to all pupils in our care in order to ensure that the School provides support to individual pupils with medical needs.

3 Responsibilities

- 3.1 School Governors have overall responsibility for the implementation and review of this policy.
- 3.2 The Headmaster is responsible for:
 - 3.2.1 ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist pupils with medical conditions;
 - 3.2.2 ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the School, including making contingency plans for staff absence and emergency situations;
 - 3.2.3 ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis;
 - 3.2.4 ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions;
 - 3.2.5 the overall development and monitoring of Individual Healthcare Plans (IHCP) at the School.

4 Liaising with Parents

- 4.1 The School promotes on-going communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.
- 4.2 Parents must inform the Matron if their child has or develops a medical condition and, where appropriate, provide the School with appropriate medical evidence and/or advice relating to their child's medical condition.

- 4.3 Where appropriate, parents will be invited to consult with the School and relevant healthcare professionals in order to produce an IHCP for their child. A template letter to parents can be found in 0.
- 4.4 Parents should also inform the Matron where their child will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.
- 4.5 The School requests that medication is only taken at school if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending School.
- 4.6 Staff at the School will not administer any medication to a pupil without obtaining prior permission from his parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 4.7 Unless in exceptional circumstances, no pupil under the age of 16 will be given prescription or non-prescription medication without parental consent.

5 Individual Health Care Plans

- 5.1 The School will focus on the needs of each individual pupil and how their medical condition impacts on their school life, including how the medical condition impacts on a pupil's ability to learn and will take steps to help increase pupils' confidence and ability to self-care.
- 5.2 Where a pupil has long-term or complex medical condition or health needs, the School will, where appropriate, produce an IHCP for that pupil, in accordance with Appendix 1. A template IHCP is set out in Appendix 2.
- 5.3 The IHCP will be prepared following consultation with the parents, the pupil (where appropriate) and Matron and/or any other relevant healthcare professional.
- 5.4 Where appropriate, the IHCP should be linked with a pupil's statement of Special Educational Needs (**SEND**) and/or Education, Health and Care Plan (**EHC**). Where a pupil has SEND but does not have a statement or EHC, their SEN should be mentioned in their IHCP.
- 5.5 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the School holds accurate information about the medical condition of any pupil with long-term needs.
- 5.6 Once the IHCP is approved the Matron will be responsible for its maintenance and implementation.
- 5.7 The IHCP will be reviewed at least annually or more frequently where a pupil's needs change.

6 Training

- 6.1 The School will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.
- 6.2 The Headmaster is responsible for the administration of medicine and the arrangements for pupils with medical conditions within the School. He will delegate duties as appropriate to the Matron and other members of staff who have received training in accordance with section 6.4 below.
- 6.3 The Matron will ensure that all staff are supervised when administering medicine, where appropriate. Any staff responsible for the administration of medicine will have access to pupils' IHCPs.
- 6.4 Relevant members of staff will receive appropriate training and support from the Matron and/or a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be provided to appropriate staff by the Matron and/or a qualified health professional, where appropriate.
- 6.5 The Matron and/or qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in 0.
- 6.6 Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.
- 6.7 The School engages the following health professionals to train and assist school staff in dealing with medical conditions and administering medicine: Matron
- 6.8 The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes.
- 6.9 The Matron drafts these protocols. The School has adopted the Department of Education - Supporting Pupils at School with Medical Conditions 2015 guidance and protocols
- 6.10 Copies of the guidance and protocols are available from the Matron.
- 6.11 All new staff will be made aware of the terms of this policy during their induction, and of details of protocols relevant to those pupils under their care.

7 Insurance

- 7.1 The Board of Governors will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the School.
- 7.2 All staff who are required to administer medicines or to provide support to pupils with medical conditions are covered by the School's liability insurance. A copy of the relevant insurance policy is available to all staff on request.

8 Medical Records and Consent

- 8.1 Parents of all pupils at the School are required to complete the relevant parental agreement to administer medicine at 0 and/or 0 before medication is administered to their child.

- 8.2 Staff administering medicines will sign the records at 0 and/or 0 each time a medicine is administered. Written records of all medication administered to every pupil are retained by the Matron and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the Matron.

9 Prescription and Non-Prescription Medication

- 9.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.
- 9.2 Staff may only administer certain non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to sign 0 to confirm their agreement to staff administering such medication and to confirm that the pupil has not suffered an adverse reaction to the medication in the past.
- 9.3 No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

10 Self-Medication

- 10.1 The School recognises that pupils should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily.
- 10.2 Following consultation between the School, parents and the pupil, a pupil will be permitted to store and carry their own medication if in the opinion of the Matron they are sufficiently competent to do so. This will be reflected in a pupil's IHCP.
- 10.3 The School will also consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision.
- 10.4 Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of school rules.

11 Administration of medication

- 11.1 Where a pupil requires supervision to take their medication or where such medication will be administered by staff, pupils receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.
- 11.2 All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

- 11.3 If Staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.
- 11.4 If a pupil refuses their medication, Staff will record this and report to parents as soon as possible.

12 Storage of medication

- 12.1 Medicines are always securely stored in accordance with individual product instructions.
- 12.2 The School will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 12.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 12.4 Emergency medication such as inhalers, adrenaline pens and blood glucose testing meters will be kept in the emergency medication cupboard outside the medical room in a clearly marked box, but in order to allow immediate access the box has a clearly marked emergency key. In the case of medication that is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.
- 12.5 Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.
- 12.6 If a pupil is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the pupil will have access. A record of any doses used and the amount of the controlled drug held at the School will be maintained.
- 12.7 Those pupils who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.
- 12.8 Parents should collect all medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from the School.

13 Emergency Procedures

- 13.1 In the event of an emergency related to the administration of medicine, the Matron should be called as soon as possible, if not already present. If the Matron does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the School site.
- 13.2 A checklist for contacting the emergency services can be found in 0.

14 Off-site Visits and Sporting Events

- 14.1 The School actively supports all pupils with medical conditions to access and enjoy the same opportunities at the School as any other pupil, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a pupil's care (such as his GP).
- 14.2 If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.
- 14.3 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.
- 14.4 Secure storage for medicines will be available at all short-term accommodation used by the School.

15 Unacceptable Practice

- 15.1 Staff should use their discretion and training with regards to each individual pupil's medical needs, by reference to their IHCP and/or EHC, as appropriate.
- 15.2 However, staff should be aware that the following practices are generally unacceptable:
 - 15.2.1 preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
 - 15.2.2 assuming that all pupils with the same conditions require the same treatment;
 - 15.2.3 frequently sending pupils with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP / EHC or by their medical advisors;
 - 15.2.4 penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
 - 15.2.5 preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
 - 15.2.6 requiring parents, or otherwise making them feel obliged, to attend the School to administer medication or otherwise provide medical support to their child during the school day;
 - 15.2.7 preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of school life.

16 Complaints

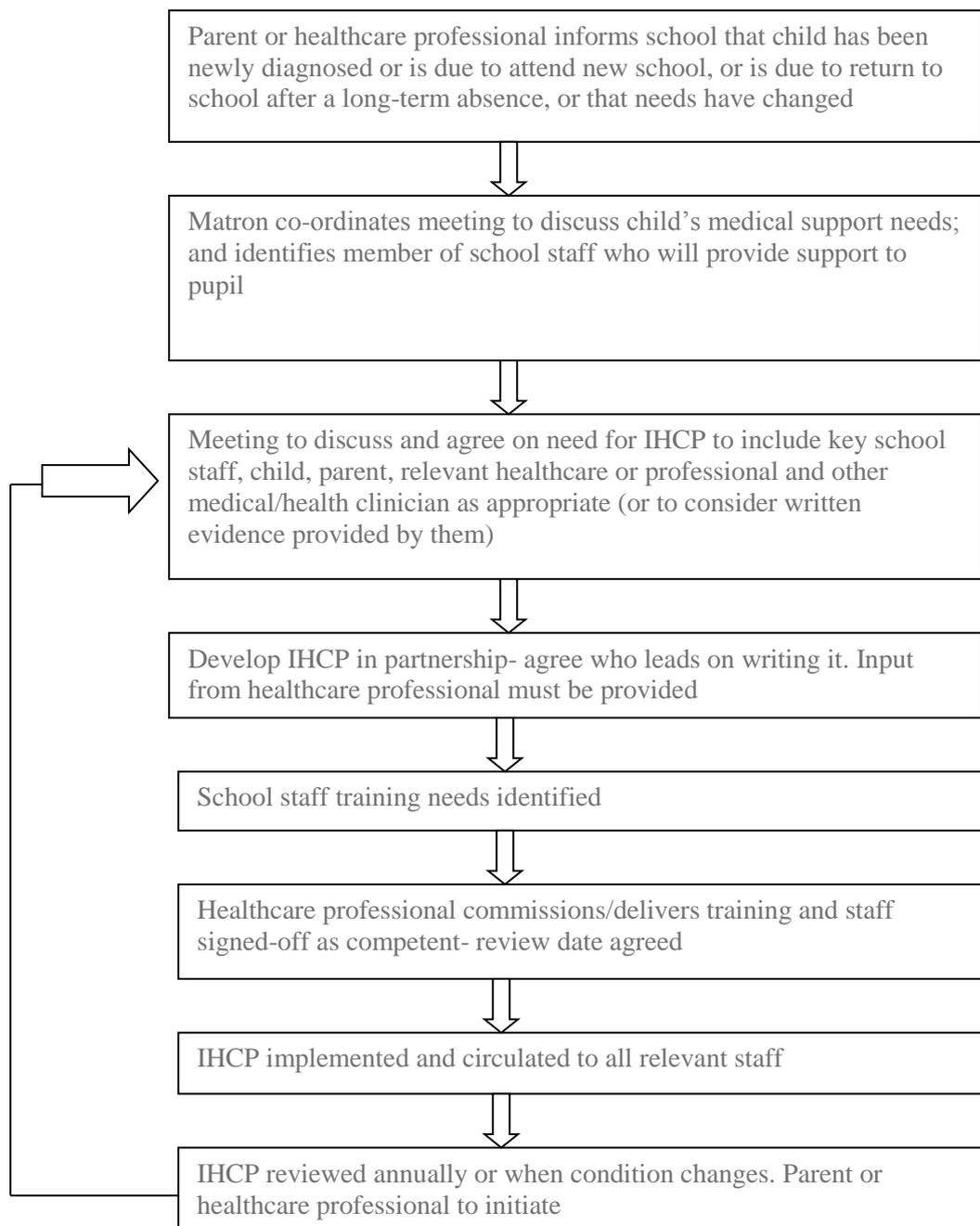
- 16.1 If parents or pupils are dissatisfied with the medical support provided at the School they should raise these in the first instance with the Headmaster.
- 16.2 If the Headmaster cannot resolve the issue then a formal complaint can be raised via the School's complaint's procedure.

17 Review

17.1 This policy and its procedures will be reviewed and updated by the Headmaster on an annual basis.

Authorised by	?
Date	?

Appendix 1 Model process for developing Individual Healthcare Plans



Appendix 2 Individual Healthcare Plan (IHCP)

Name of School	
Name of child	
Group / class / form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family contact information	
Name	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
Relationship to child	
Name	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
Clinic / Hospital contact	
Name	
Telephone number	
GP	
Name	
Telephone number	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with / without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits / trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed / undertaken – who, what, when

Form copied to

Name

Staff Signature Date

Parents Signature

Date

I agree that these details may be shared with relevant staff members as necessary

Signature of Parent

Appendix 4 Parental agreement to administer non-prescription medication

Name of Student

Form

I agree to the School administering the following non-prescription medicines, which may be reasonably required to be administered to my child for health reasons from time to time, e.g in case of pain, fever or allergic reaction

- | | | |
|-----------------|-----|----|
| • Paracetamol | Yes | No |
| • Ibuprofen | Yes | No |
| • Antihistamine | Yes | No |

I confirm that my child has not suffered an adverse reaction to the above mentioned medications in the past.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School policy. I will inform the School immediately, in writing, if there is any change.

Signature(s)

.....

Date

.....

Appendix 5 Record of medicine administered to an individual child

Name of School	
Name of child	
Date medicine provided by parent	
Group / class / form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 6 Record of medicine administered to all children

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix 7 Staff training record: administration of medicines

Name of School	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [• name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [• name of member of staff].

Trainer's signature
Date

I confirm that I have received the training detailed above.

Staff signature
Date
Suggested review date

Appendix 8 Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- your telephone number 01784 266 930
- your name
- your location as follows St James Senior Boys' School, Church Road , Ashford , Surrey, TW15 3DZ
- provide the exact location of the pupil
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Appendix 9 Template letter inviting parents to contribute to Individual Healthcare Plan development

Dear Parent,

Developing an Individual Healthcare Plan for [• name of pupil]

Thank you for informing us of [• name's] medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support the pupil needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the School, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [• 00 month year]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [• the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I [• or another member of staff involved in plan development or pupil support] would be happy for you contact me [• or them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Alison Jefferies, Matron

