



MEDICATION IN SCHOOL POLICY

Policy Statement

This policy complies with the statutory requirements laid out in the DfE document "Supporting pupils with medical conditions" (September 2014).

The Children and Families Act 2014 (section 100) places a duty on Trustees / Governing Bodies of academies to

Policy Framework

The policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

- f. The Trust uses Healthcare Plans (Appendix 2) to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. These are also available on the school network.
- g. The Trust has procedures in place so that the copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it communicated) to the hospital as soon as possible.

All staff understand and are trained in the Trust's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency. This

- i. Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- j. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- k. All staff have been informed through training that they are required, under common law duty of care, to act like any reasonable prudent parent in an emergency situation. This may include taking action such as administering medication.
- l. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- m. Parents within the Trust understand that if their child's medication changes or is discontinued, or the dose or administration changes, that they should notify the academy immediately.
- n. If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- o. If a pupil needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts may be provided. All drivers and escorts have the same training as academy staff, know what to do in a medical emergency and aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- p. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- q. If a trained member of staff, who is usually responsible for administering medication, is not available the relevant academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- r. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the Trust's usual disciplinary procedures and the police will be informed.

The Trust has clear guidance on the storage of medication at school

Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Most pupils in the Trust carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- c. Pupils are reminded to carry their emergency medication with them.
- d.

Safe storage – general

g.

Healthcare Plans

other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by the Trust to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical conditions in their care

- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times

- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The Trust uses this information to help reduce the impact of common triggers

- ensure that all medication stored at the academies is within the expiry date

- ensure the Trust

- e. The Trust reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medication policy

- a. The Trust works in partnership with all interested and relevant parties including the Board of Trustees / Governing Body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medication policy at the Trust. These roles are understood and communicated regularly.

Employer

The Trust has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medication policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils, staff and the local authority about the successes and areas for improvement of the Trust medication policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

The Headteacher has a responsibility to:

- ensure the academy is inclusive and welcoming and that the medications policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, trustees / governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the academy is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy

inform the academy of any medication their child requires while taking part in visits, outings or field trips
and other out-of-school activities
tell the academy

Legislation and guidance

Introduction

Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

Managing Medicines in Schools and Early Years(a)-uy4Bg0 G(B)4332(W)4(o)3(i)-3(2)-3(0)-34,

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

Additional guidance

Other guidance resources that link to a medical conditions policy include:

Healthy Schools Programme –

APPENDIX 1

MEDICATION PROCESS

As pupils mature we increasingly expect them to take responsibility for their own lives and pupils with medical needs are no different. Therefore pupils of secondary age may wish to carry their own medication with them, but they should only bring the amount needed for the day, and should be made aware of the need for vigilance over access and use of such medication.

ASPIRE NORTH EAST MULTI ACADEMY TRUST

HEALTH CARE PLAN

CONTACT INFORMATION

CLINIC/HOSPITAL CONTACT

GP

APPENDIX 3

DISPOSAL OF MEDICATION

PUPIL NAME	MEDICATION	DATE OF DISPOSAL	REASON FOR DISPOSAL	SIGNATURE OF CHEMIST

APPENDIX 4



PARENTAL AGREEMENT FOR ACADEMY TO ADMINISTER MEDICATION

NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

APPENDIX 6

Pupil Accident Record Sheet

A separate accident record should be completed for each injured person. Please note that all other accidents should be recorded on the Incident Report Form (IR1)

Injured Person Details	Name	Age
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RECORD OF MEDICATION RECEIVED

APPENDIX 8

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