

## Plymouth CAST Multi Academy Trust

### Supporting Pupils at School with Medical Conditions and Administration of Medication

#### Policy

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This policy requires the following approvals:

	√	Date Approved	Date for Review
Education and Standards Committee	√	28/01/22	January 2024
Local Governing Board			

## **Introduction**

Our vision for children and young people with special educational needs and disabilities and those with temporary or life-long medical conditions is the same as for all children in our academies. We aim to provide outstanding education to all children and young people and full access to the life of the school. We are fully inclusive in our provision in terms of social background, ability, ethnicity, disability, religion, gender, or sexuality. We strive to ensure access for all to educational excellence in preparing young people for their futures, seeking to continually improve levels of attainment and progress for all, and secure the highest levels of achievement appropriate to the individual learner.

**Key Points** (Supporting Pupils at School with Medical Conditions Statutory guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England DfE 2015)

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- The Local Governing Board must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- The Local Governing Board 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 properly understood and effectively supported.
- The Local Governing Board should ensure that its 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 confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need
- In supporting pupils at school with medical conditions, The Local Governing Board must have due regard to the Equalities Act 2010, and the SEND Code of Practice

## **Keyham Barton Catholic Primary School**

1. The staff of Keyham Barton Catholic Primary 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. Julie-Ann Shorthouse and Kelly Boyd will be responsible for ensuring the following:
  - Procedures to be 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)
    - *Rachael Riley and Julie-Ann Shorthouse to be involved in the Correspondence with the transition of incoming students*
    - *Rachael Riley and Julie-Ann Shorthouse will meet with parents before the child's start date*
    - *Care plan, where necessary, to be reviewed and rewritten before being signed by parents and school*
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis.
    - *Rachael Riley and Julie-Ann Shorthouse to be involved in the Correspondence with the transition of incoming students*
    - *Rachael Riley and Julie-Ann Shorthouse will meet with parents before the child's start date*
    - *Care plan, where necessary, to be reviewed and rewritten before being signed by parents and school*
  - Procedures to ensure that all staff, including supply/temporary staff receive all necessary information about the pupils' condition and its management/IHCP
    - All staff during handovers are informed of individuals' conditions
    - Folder kept in room for supply teacher information
    - Peripatetic staff informed (clubs/etc)
    - Medical requirements always asked for on school trip letters

Procedures for ensuring that all necessary information about the pupils' condition and its management/IHCP, including any required medication, is included in the risk assessment and planning for educational visits, off-site activities, on-site extra-curricular activities, and activities taking place outside the normal school day/term such as holiday clubs etc

- Procedures to be followed for home-to-school transport (if applicable) overseen by Sally McGauran
- Procedures for the use of defibrillators (not currently applicable) by Paediatric trained staff

- Procedures for adrenaline auto-injectors – training would be required by Julie-Ann Shorthouse and relevant staff
  - Procedures for any other medical equipment required by a pupil overseen by Julie-Ann Shorthouse and classteachers.
  - EpiPen training by JAS/TW/AMc
4. The above procedures will be monitored and reviewed by Rachael Riley and Julie-Ann Shorthouse
  5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between *Keyham Barton Catholic Primary*, 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. Rachael Riley and Joshua Priscott will have the final decision on whether an Individual Health Care Plan is required.

## **Students with asthma**

7. Keyham Barton Catholic Primary has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.
8. Rachael Riley and Julie-Ann Shorthouse will be responsible for ensuring the following:
  - Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who are the designated staff and how to access their help
9. Rachael Riley and Julie-Ann Shorthous will be responsible for ensuring that designated staff:
  - Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer
  - Make appropriate records of attacks
10. Class room TA's Mandy Clarke, Sarah Prestidge, Debbie Jarvis, Tanya Westlake, Anne-Marie Walker, Annette McCann and Julie-Ann Shorthouse will be responsible for the storage, care and disposal of asthma medication.
11. Julie-Ann Shorthouse will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
12. Julie-Ann Shorthouse will be responsible for the supervision of administration of medication and for maintaining the asthma register.
13. Julie-Ann Shorthouse and Annette McCann will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.
14. Julie-Ann Shorthouse and Rachael Riley will be responsible for working with health professionals, parents and the pupil to establish whether the pupil needs to have independent access to an inhaler at all times. If this is the case, it must be reflected in the care plan, including the safe storage and notification and recording of use.

**15. Students with anaphylaxis**

16. Keyham Barton will hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils who have been diagnosed with anaphylaxis and prescribed an auto-injector if a child is at risk in school.
17. School nurse booked by Julie-Ann Shorthouse will be responsible for ensuring the following:
  - Instructing all staff on the symptoms of an anaphylaxis attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the pupil medical register
  - Instructing all staff on how to access the auto-injector
  - Making all staff aware of who are the designated staff and how to access their help.
18. School nurse booked by Julie-Ann Shorthouse will be responsible for ensuring that designated staff:
  - Recognise the signs of an anaphylaxis attack and when emergency action is necessary
  - Know how to administer the auto-injectors
  - Make appropriate records of attacks
19. Tanya Westlake and Julie-Ann Shorthouse will be responsible for the storage, care and disposal of the adrenaline auto-injector.
20. Julie-Ann Shorthouse will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
21. Julie-Ann Shorthouse and Kelly Boyd will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.
22. Julie-Ann Shorthouse will be responsible for ensuring parents are informed when the auto-injector has been used.
23. Julie-Ann Shorthouse and Tanya Westlake will be responsible for working with health professionals, parents and the pupil to establish whether the pupil needs to have independent access to an adrenaline auto-injector at all times. If this is the case, it must be reflected in the care plan, including the safe storage and notification and recording of use.

24. Details as above of procedures for the use or management of any other medical equipment required by a pupil

## **THE ADMINISTRATION OF MEDICINE**

25. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
26. Any parent/carer requesting the administration of medication will be given a copy of this policy.
27. Prescribed medication will be accepted and administered in the establishment
28. Non-prescription medication will only be accepted and administered in the following circumstances
- We will administer Calpol supplied by the parent when a completed consent form has been signed. For example:
  - Pain relief
  - Menstrual pain
  - Headaches
  - Toothache
29. Prior written parental consent is required before any medication can be administered.
30. Only reasonable quantities of medication will be accepted (no more than one week's supply).
31. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or Julie-Ann Shorthouse authorised by the Headteacher.
32. Each item of 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)

33. The school will not accept items of medication which are in unlabelled containers or not in their original container.
34. Unless otherwise indicated, all medication to be administered in the school will be kept in locked medicine fridge in the staffroom
35. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.
36. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.
37. If the school fails to administer an agreed medication, Julie-Ann Shorthouse will check the IHCP to establish and take any required action, ensure that it is recorded, and that parents are informed.
38. Where it is appropriate to do so, students will be encouraged to administer their own medication - if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. 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. Any such arrangements must be detailed in the IHCP, action to be taken if another child takes the medication.
39. 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.
40. 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 and/or specialist teams such as the paediatric diabetic team; community asthma team; CAMHS etc. In pre-school settings arrangements will be made through Primary Care Health Visitors.
41. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.
42. Local School Health Service and Other Contact Details [.....Please list here the contact details for your local school nurse service/equivalent, and other departments and agencies that support the school in the management of children's medical conditions in school....]