



Island Learning Centre

Supporting Students with Medical Conditions and Administration of Medicines Policy

Date Adopted: 30 March 2016

Reviewed November 2016

Next Review Date: March 2019

Policy for Supporting Children with Medical Conditions and Managing Medicines

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions” (*DfE-September 2014*).

The Island Learning Centre (ILC) adheres to the duty as stated in the Children and Families Act 2014 that students with medical conditions will have the same right of admission to our centre as other students and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support students with medical conditions require; this will be done in partnership with parents and health professionals.

The prime responsibility for a student’s health rests with parents. It is anticipated that parents/carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at the Centre.

The Island Learning Centre takes advice and guidance from a range of sources, including the school nurse, paediatric consultants, and other health professionals, in addition to the information provided by parents in the first instance; this enables us to manage support effectively and to minimise any disruption to learning.

KEY PERSONNEL

The designated person with overall responsibility to implement this policy is the Deputy Head teacher. This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is the SENCO/DDSL
The Centre has 12 staff trained in first aid at work and one member of staff with ITC 2 day first Aid Certificate
The Management Committee member with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is: The Designated SEN Governor of the ILC Management Committee

AIMS

The Centre is committed to assisting children with long-term or complex medical conditions and working in partnership with their parents/carers.

1. To ensure that students with short or long term medical conditions are properly supported so that they have full access to education, including off-site activities and residential visits;
2. Make arrangements for staff to ensure that they receive adequate and appropriate training as identified in the Individual Healthcare plan;
3. To ensure that parents and children have confidence in the medical support arranged at school;
4. To work in partnership with Health Service colleagues;
5. To be fully compliant with the Equality Act 2010 and its duties;
6. To manage medicines within the Centre in accordance with government and local advice;

7. To keep, maintain and monitor records as detailed in this policy;
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the students in our Centre are safe and are able to attend school regularly with their medical condition.
10. To support students with complex medical conditions and/or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To adhere to the statutory guidance contained in “Supporting Pupils at School with Medical Conditions” (*DfE April 2014*), and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (*DSCB 2011*)¹ as set out and agreed with the Centre’s Management Committee

THE MANAGEMENT COMMITTEE

The Management Committee will:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to students with medical needs as identified in the individual healthcare plan;
- ensure that specific arrangements are made for the self-management of medicine, where, applicable and how this will be both monitored and managed by staff;
- oversee the Centre’s management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the Centre’s ability to support their child’s medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have ‘due regard’ to the rights of students who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include students with medical conditions on off-site activities;
- ensure that parents/carers are aware of the Centre’s complaints procedure.

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will be developed for students with diagnosed long term medical conditions and those with short term conditions and treatments. These will set out the support that is needed so that the impact upon school attendance, health, social well-being and learning is minimised.

The Island Learning Centre will use the recommended templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. The templates cover a range of issues for which the management committee have responsibility. Health professionals where appropriate will be involved in the development of Individual Healthcare Plans in addition to parents and students.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, first aiders and Centre office staff as applicable.

Where students have been issued with an Education and Health Care Plan (EHC) by the local authority, any Individual Healthcare Plan will be linked to, or become part of, that EHC.

For ADHD children, an individual health care plan will be agreed with parents/carers at admissions and will outline procedures and responsibilities.

If a child is suspected of not being medicated:

1. Tutor/teacher is to inform the office
2. Office staff will attempt to contact the parents/carers
3. If parents/carers are contacted they are asked to bring medication to school to administer to child or to give permission for medication at school to be administered by the child under supervision of a staff member. The child will be returned to class after a period of time, minimum of 30 minutes, to allow medication to take effect supervised by staff from cover/support rota.

If a child refuses to take their medication, parents/carers will be contacted and asked to come and collect the child and return them when they are fit for school.

If parents/carers cannot collect, the Centre may arrange transport home for the child.

If the parents/carers cannot be contacted, other emergency contacts will be tried and every effort made to ensure the child's medication is obtained and administered.

In the event of not being able to make contact using all available numbers, including other professionals:

If there is no medication at school, the child's placement and learning programme for that day will be negotiated with the Head teacher/Deputy Head teacher and the child.

Inappropriate behaviour cannot be accepted from any child, however, if an ADHD child is not medicated and behaves inappropriately, the consequences must take into account the disability.

Social care may be contacted if parents/carers are repeatedly non-contactable.

ROLES AND RESPONSIBILITIES

Parents

Parents are asked to provide the Centre with sufficient and up-to-date information about their child's medical needs using a standard form (Template B), so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the Centre immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the Centre is aware and informed by parents about other issues or symptoms their child may have experienced overnight or before school; this is particularly important for asthma conditions

It must be remembered that the prime responsibility for a child's health rests with parents/carers.

The Head teacher will ensure that:

- the Management Committee Members are informed about the implementation and effectiveness of this policy;
- arrangements are made for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of students;
- appropriate training has been provided for staff that enables them to implement Individual Healthcare plans;
- there is liaison with the Management Committee in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at the Island Learning Centre
- make arrangements through the designated teacher to manage the following:
 - prescription medicines in the Centre;
 - prescription medicines on trips and outings, including ILC transport;
 - accurate record-keeping when administering medicines;
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that the Management Committee is informed of the details.

The Designated Teacher (Deputy Head) will ensure:

- that staff work in partnership with parents/carers to ensure the well-being of children and young people;
- that interruption to Centre attendance for medical reasons will be kept to a minimum;

- adherence to Individual Healthcare Plans;
- that all cultural and religious views, made known to the Centre in writing, will be respected;

STAFF TRAINING AND SUPPORT

Most medicines to be administered will not require professional training; however the Centre will ensure that staff supervising the administering of medicines will understand that **accurate records** are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Deputy Designated Safeguarding Lead for Child Protection) if they become concerned about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to particular children/young people, any required additional training must be given by a nominated health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained.

REASONABLE ADJUSTMENTS

The Centre understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

ADMINISTRATION AND STORAGE OF MEDICINES

- No child under 16 will be given any prescription or non-prescription medicines without their parent/careers written consent.
- A child under 16 will never be given medication containing aspirin unless prescribed by a doctor.
- Medication will never be administered without first checking maximum dosage and when previous doses were taken.
- Where permission for the administration of paracetamol has been given, this will not be administered before 12:30pm unless a parent or carer can confirm the time the last dose was taken.
- The Island Learning Centre will only accept medication that is in date, provided in its original container as dispensed by a pharmacist and including instructions for administration, dosage and storage.
- The exception to the above is in the case of insulin which will generally be supplied to the school in an insulin pen or pump rather than its original container.
- All medicines must be stored safely. Students should know where their medicines are stored at all times.
- Emergency medicine such as asthma inhalers and adrenaline pens will always be readily available to children where they are able to self-administer and must not be locked away. This is particularly important off the premises such as on school trips.
- The Island Learning Centre will keep controlled drugs that have been prescribed for pupils securely stored in a non-portable container with access restricted to named

staff. Records will be kept at all times of the amount of drugs received, the amount administered and the amount remaining.

- Staff may administer a controlled drug to a child for whom it has been prescribed. This will only be done in line with the prescribers instructions.
- In some cases it might be appropriate that students self-administer medicines, e.g., inhalers, Epipens. The Centre will encourage those with long-term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.
- The Island Learning Centre will keep written records of all medication administered to students stating to whom it was administered, what the medication was, how much was administered, when it was administered and who administered it. Any side effects of the medication will also be noted.
- When no longer required, or out of date, medication will be returned to the parent or carer. If this is not possible it will be disposed of by taking it to a pharmacy.
- If any medication requires the use of needles or sharps an appropriate sharps box will be provided for safe disposal of these items.
- Staff members with responsibility for administering medication will receive training from an appropriate healthcare professional.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

If a child refuses to take medicine as prescribed and as requested by parents, the records (Template C or D) must state 'REFUSED' clearly and the parents/carers informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Head teacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

OFF-SITE ACTIVITIES/SCHOOL TRIPS

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage and recording of the medicines when assessing any risks associated with the trip, particularly for those children and young people with long-term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Head teacher (and Management Committee).

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Head teacher/Management Committee.

EMERGENCY PROCEDURES

Where a student has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate other students in school will be

briefed on what to do in general terms (such as informing a member of staff) if they think help is needed.

BEST PRACTICE

The Island Learning Centre will endeavour to eliminate unacceptable situations by promoting best practice in supporting students with medical conditions. In doing so we will:

- ensure that students have access to the medicine they need, as arranged with parents;
- manage each medical condition through an Individual Healthcare Plan;
- listen to the views of students and their parents and take advice from medical professionals in planning the support needed;
- ensure that students with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum, or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in the Centre on and off-site activities, meeting their medical needs in the best way possible.

INSURANCE

The schools insurance arrangements cover staff providing support to students with medical conditions. Generally this cover includes administration of medication however some specific procedures will require additional cover. When a new type of medication or procedure is introduced to the school via a student's Individual Healthcare Plan clarification should be sought from the Isle of Wight Council's Insurance Team as to whether any additional cover will need to be arranged.

COMPLAINTS

The Island Learning Centre holds a Complaints Procedure, details of which can be found on the Centre website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Procedure.

EQUALITY STATEMENT

The Island Learning Centre is mindful of its Equality duties; respecting religious beliefs and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Head teacher will agree an appropriate course of action. The Head teacher will engage interpreters or signers when required to ensure that full understanding of a student's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, the Island Learning Centre will ensure that reasonable adjustments enabling students to be included are appropriate and made in consultation with parents/carers.

Templates

Supporting pupils with medical conditions

May 2014

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Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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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

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template C: record of medicine administered to an individual child

Name of school/setting	
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 _____

Signature of parent _____

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

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

C: Record of medicine administered to an individual child (Continued)

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			

Template E: staff training record – administration of medicines

Name of school/setting	
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 _____

Template F: 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.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child'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 each 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 xx/xx/xx. 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 [them] by email or to speak by phone if this would be helpful.

Yours sincerely



Department
for Education

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