



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

Educational excellence for our City

Administration of Medicines and Supporting Students with Medical Needs Policy

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1. Introduction

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- The governing board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of students' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)
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The named person with responsibility for implementing this policy is Miss S Chahal, Attendance & Medical Needs Officer.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.

3.3 The Attendance & Medical Needs Officer will:

- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHCPs
- Liaise with healthcare professionals to obtain information about child's medical needs

- o Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school but does not have an IHCP via another healthcare profession
- o Ensure that systems are in place for obtaining information about a child's medical need and that this information is kept up to date
- o Administer medication and medication complete a record of the medication administered
- o Check medication expiry dates, arrange for new medication when required and correctly dispose of expired medication

3.4 The reception staff and admin team will:

- Provide a medical form to be completed by parent/carer
- Check the form has been signed and dated when returned, then pass the The Attendance & Medical Needs Officer
- When medication is handed in, check the medication, add it to Medical Tracker, place the medication in the medical cupboard and notify the Attendance & Medical Needs Officer
- When a child needs their medication, call for the Attendance and Medical Needs Officer or a First Aider

3.5 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. If a child requires medical support, a First Aider will be called to attend to the child.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

First Aiders will attend to a child needing medical support including administering medication if the Attendance & Medical Needs Officer is not available.

The Pastoral Team will arrange for a medical pass(es) for students where required; eg, toilet pass.

3.6 Parents/Carers will:

- o Provide the school with sufficient and up-to-date information about their child's medical needs, including providing a copy of medical documents which enable the school to best support the medical need of the child. These documents may be; an Individual Health Care Plan (IHCP), medical appointment letter or other.
- o Arrange for routine medical appointments outside of school hours, for example, a routine dental check up
- o Provide information about non-routine medical appointments to ensure the medical appointment has been recorded on the attendance and the medical record of the child. Where possible, providing the information in advance of the appointment.
- o Be involved in the development and review of their child's IHCP.
- o Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment
- o Complete the relevant school medications forms, available at reception. These forms must also be signed, dated and handed back to reception
- o Provide medication which is required/may be required by the child to take at school.

Prescribed medication must be in the box it was prescribed, with the label clearly showing the name of the child, the name of medication, the dose and frequency of the medication and the date of dispensary.

Off-the-counter medication should be kept in the box, as sold. Parents are to write the name of the child on the box.

- o Ensure they have provided current phone numbers and are contactable at all times, or another nominated adult can be contacted

3.7 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs, medication forms and go to the student reception to take their medication when due.

3.8 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHCPs.

4. Equal Opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted. There may be times when due to risk that cannot be mitigated, it may be in the student's best interests to remain in school. If this is the case, parents will be consulted before a decision is made.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHCP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school and have advised us of a medical condition prior to attending.

See Appendix 1

Parents are responsible for supplying information about their child's medical needs and medication and notifying the school of any changes to the medication and support required.

6. Individual Health Care Plans (IHCP)

The Headteacher has overall responsibility for the development of IHCPs for students with medical conditions. This has been delegated to Miss S Chahal, Attendance & Medical Needs Officer in conjunction with the school nursing team.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Students with certain health conditions should already have an IHCP provided by a healthcare professional, eg Asthma Plan. The IHCP should be shared with the school.

Not all students with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

When an IHCP is required, it may be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher, nursing team and the Attendance & Medical Needs Officer, will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Where a student requires medication to be taken in school, parents should contact reception or the Attendance &

Medical Needs Officer to complete the relevant form, it can also be downloaded from our website. Complete a form and send this in with the medication. ([B-1 Administration of Prescribed Medicines Consent](#) or [B-2 Administration of OTC Medicines Consent](#) B2). Short term medication should normally be prescribed for taking outside of school hours where possible.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students.

- Medicines will be returned to parents to arrange for safe disposal when no longer required.
- If it is not possible to return a medicine to the parent it will be taken to a pharmacy for disposal by the Attendance & Medical Needs Officer.
- It is the parent/carer's responsibility to ensure that the medication remains in date, however medication will be checked periodically and parents/carers will be reminded to replace out of date medication.

7.1 Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use and must only bring in one dose for the day. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access. Controlled drugs will be easily accessible in an emergency.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

Over the counter medication will be allowed in school provided that we have prior written authorisation from a parent/carer (Form B2) and only one dose is brought into school per day. Parent/carer to add a note to the child's planner for the day, check medication and update the planner at the end of the day.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHCP, but it

is generally not acceptable to:

- o Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- o Assume that every student with the same condition requires the same treatment
- o Ignore the views of the student or their parents
- o Ignore medical evidence or opinion (although this may be challenged)
- o Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- o If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable. A First Aider must be called.
- o Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- o Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively. Students will have a medical pass detailing their needs.
- o Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- o Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- o Administer, or ask students to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHCPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Attendance & Medical Needs Officer. Training will be kept up to date.

Training will:

- o Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- o Meet the requirements in the IHCPs
- o Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

The school uses an electronic system called Medical Tracker to record all medical information. Parents/carers will receive a notification of medical incidents that occur and any medication that has been administered.

The Attendance and Medical Needs Officer will:

- Upload medical documents shared with the school
- Update the record of medication held at school
- Check medication expiration date and stock levels, and arrange for new medication when required

The First Aider will:

- Record a medical incident
- Record medication administered

Parents/Carers will

- Read notifications they receive

11. Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Attendance & Medical Needs Officer in the first instance. If the Attendance & Medical Needs Officer cannot resolve the matter, parents can make a formal complaint to the Headteacher.

13. Monitoring arrangements

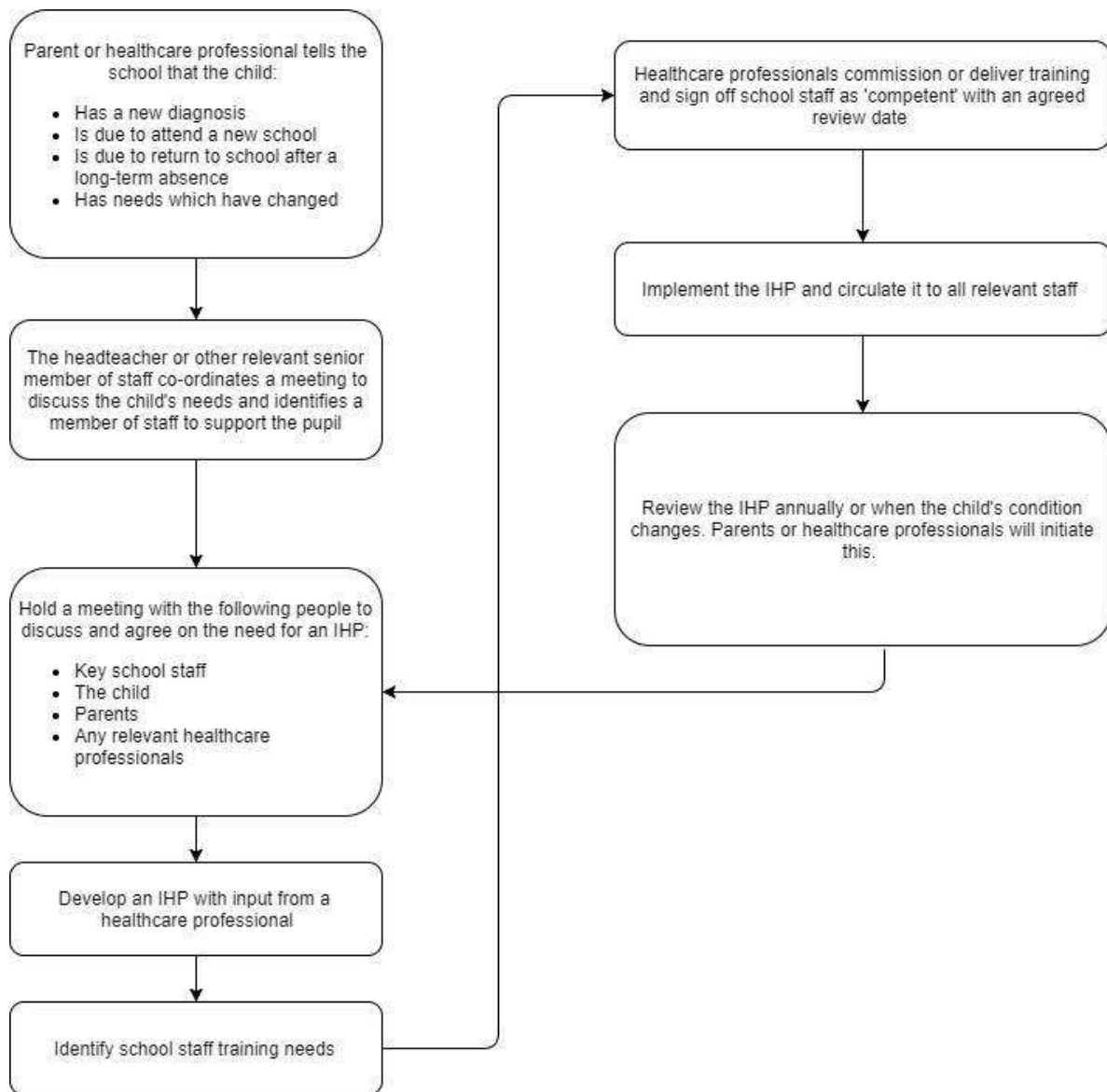
This policy will be reviewed and approved by the governing board annually.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Educational Visits
- Equality information and objectives
- First Aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1: Being notified a child has a medical condition



Individual healthcare plan – A

Name of school

Student's name

Review Group

Date of birth

Student's home address

Medical diagnosis/ condition

Date

Family Contact Information

Name 1

Relationship to

child Phone no.

(work) (home)

(mob

ile)

Nam

e 2

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

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 if applicable

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

Arrangements for school visits/trips etc

Parents are to ensure medication is taken by their child on any outside visit/trip. The school completes a risk assessment based upon up to date information provided by parents on the signed trip consent form. Any spare medication held in the school office for your child will also be taken on the trip by the accompanying first aider.

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*)

Off-site accompanying first aider or school office to call emergency services

Plan developed with

*Hospital/Parents (delete as applicable)

Staff training needed/undertaken – who, what, when

Parent/Carer signature: Date:

Parental/carer consent to administer a prescribed medicine – B (1)

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
Expiry date	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry their own Adrenaline auto injector pen for anaphylaxis.	Yes	
	No	
	Not applicable	
I give permission for my son/daughter to carry their own asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	
Or, Medication to be held in the school office	Yes/No	
Mobile number of parent/carer		
Daytime landline for parent/carer		
Alternative emergency contact name		
Alternative emergency phone no.		
Name of child's GP practice		
Phone no. of child's GP practice		

- I give my permission for the Headteacher (or his/her nominee) to allow the prescribed medicine to be taken by my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I agree that whilst staff are willing to supervise medication being taken in school; it is the student's responsibility to remember to come to the medical room to take the medication.
- I understand that it may be necessary for this medicine to be taken during educational visits and other out of school, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

Headteacher signature : Dated:

Parental/carer consent to administer an 'over-the-counter' (OTC) medicine – B (2)

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
Expiry date	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	
Or, Medication to be held in school office	Yes/No	

Mobile number of parent/carer	
--------------------------------------	--

Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the Headteacher/senior nursery staff member (or his/her nominee) to allow the OTC medicine to be taken by my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I agree that whilst staff are willing to supervise medication being taken in school; it is the student's responsibility to remember to come to the medical room to take the medication.
- I understand that it may be necessary for this medicine to be taken during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

Headteacher signature : Dated:

	/	/ /

/ / Dose taken by student

Time

Name of member of

staff Staff initials

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

Date

Dose taken by student

Time

Name of member of

staff Staff initials

Date

Dose taken by student

Time

Name of member of

staff Staff initials

Date

Dose taken by student

Time

Name of member of

staff Staff initials

Date

Dose taken by student

Time

Name of member of

staff Staff initials

Date

Dose taken by student

Time

Name of member of

staff Staff initials