



Medical Conditions & Administration of Medicines Policy

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Headteacher:	Miss Joanne Kiernan

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Medical Conditions & Administration of Medicines Policy Agreement

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Highfield School Medical Conditions & Administration of Medicines Policy

Date of publication: May 2017

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1. Introduction

Highfield School provides all students with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Highfield School ensure all staff understand their duty of care to students in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

All staff understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

All staff understand the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at Highfield School.

Staff receive training on the impact medical conditions can have on pupil student's medical conditions policy and its implementation is: **Miss Joanne Kiernan, Headteacher**

2. Highfield School Medical Conditions & Administration of Medicines Policy

Highfield School is an inclusive community that supports and welcomes students with medical conditions.

- Highfield School is a welcoming and supportive provision for students with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No student will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been met.
- This school will listen to the views of students and parents/carers.
- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a pupil's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- The school understands that not all students with the same medical condition, will have the same needs.

- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

All students with a medical condition have an Individual Healthcare Plan (IHP).

- An IHP details exactly what care a pupil needs in school, when they need it and who is going to give it.

All staff understand and are trained, in what to do in an emergency for students with medical conditions at Highfield School.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed, at least once a year.

All staff are trained in the school's general emergency procedures.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives,
- Alternatively, accompany the student if taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Highfield School have clear guidance on providing care and support and administering medication at school.

- The school understands the importance of ensuring medication is taken and care received as detailed in the pupil's IHP.
- The school will ensure that there are adequate numbers of staff who are trained to administer the medication and meet the care needs of an individual student.
- This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a student without a parent's written consent and every effort will be made to obtain the necessary consent. (**Appendix 1**)
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was administered. This school will not give a pupil aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- Parents/Carers are advised that they should let the school know immediately if their child's needs change.

Highfield School has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for a student and makes sure that emergency medication/equipment is readily available wherever the student is in the school and on off-site activities.
- Staff and students know exactly where to access medication.
- The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can only administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container, in accordance with its instructions.
- The exception to this is insulin, which though must still be in date, and supplied in an insulin injector pen or a pump.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

Highfield School have clear guidance about record keeping.

- Parents/Carers at the school are asked if their child has any medical conditions on the enrolment form.
- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the parents/carers, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are reviewed at least every year, or whenever the pupil's needs change.
- Parents/Carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to, the IHP for the pupils in their care.
- This school ensures that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school meets with parent/carers, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP, which accompanies them on the visit.

- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. (**Appendix 2**)
- This school makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP.

Highfield School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The school is committed to providing a physical environment accessible to students with medical conditions and pupils are consulted to ensure their accessibility.
- The school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. We use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all. This includes out-of-school clubs and team sports.
- The school makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- The school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other student, and that appropriate adjustments and extra support will be provided.
- All school staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a student's medical condition. Highfield School will not penalise pupils for their attendance if their absences relate to their medical condition.
- Pupils at this school learn what to do in an emergency.

Where a student is returning to school following a period of hospital or alternative provision, the school will work with the local authority and health care professionals to ensure that the student receives the support they need to reintegrate effectively.

- This school works in partnership with all relevant parties including the parents/carers,, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

3. Medication Consent Letter – Appendix 1



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West Yorkshire
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Dear Parent/Carer

MEDICATION, WHICH NEEDS TO BE ADMINISTERED IN SCHOOL

Please complete and return the form below to provide Highfield School with your permission to administer medication to your son/daughter during school hours.

Yours sincerely

**Miss J Kiernan
Head Teacher**

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Name of Pupil : DoB:.....

Name of Medicine:

Condition being treated:

Has this medication been prescribed by a Doctor?: Yes/No (delete as appropriate)

Dosage (If not detailed on medicine bottle) :.....

Time medication given

Signature of Parent/Carer

Date



