

Supporting Pupils with Medical and Health Needs Policy



RIVERSIDE BRIDGE SCHOOL
'EXCELLENCE FOR ALL'



Ratified by Governors: January 2024

To be reviewed: September 2027



ADMINISTERING MEDICATION POLICY

Review Frequency: Every 3 Years

Date of ratification: January 2024

Date next review due: September 2027

Scope of Policy: This policy applies to all staff, pupils, governors and volunteers at Riverside Bridge School

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Introduction

At Riverside Bridge School, pupils with medical conditions will be supported so that they can play an active part in school, remain healthy and able to achieve their potential, with full access to the education and the same opportunities at school as any other pupil. Pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. (see First Aid policy). Needs may change over time, and that this may result in absence from school. The school will make every effort to minimise the impact of this on the pupil's educational attainment and will support his or her emotional and general wellbeing, including any necessary re-integration programmes.

The aims of our *Supporting pupils with Medical and Health Conditions* policy are to:

- Ensure that pupils with medical needs receive proper care and support at school.
- That the Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking all medications during the school day where those members of staff have volunteered to do so.
- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Provide clear guidance to all staff on the administration of medicines.
- Ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensure the above provisions are clear and shared with all who may require them.
- Ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration of Medicine

The administration of medicines is the overall responsibility of parents/carers. The Headteacher is responsible for ensuring pupils are supported with their medical and health needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate, following consultation and agreement with, and written consent from, the parents/carers.

Non-prescribed medicines

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the Senior Leadership Team and the Headteacher.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned and appropriate training.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as per the child's health care plan and medical advice. In all cases, professional training and guidance from Health will be received before commitment to such administration is accepted.

Medication in school

Medication will only be received in school if it has been prescribed by a doctor and/or on the written request of a parent. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered in its original container and handed directly to one of the deputy safeguarding lead or Senior Lead.

Where the pupil travels on school transport with an escort, parents/carers are responsible for ensuring that the escort is informed of any medication sent with the pupil, (including medication for administration during respite care). Parents to ensure that the escort is aware that they are responsible for this medication whilst travelling into school. If transport escorts are in agreement with this, escorts will then hand over medication directly to a member of staff and will not allow the pupil to bring the medication into the building themselves.

Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

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 the pupil's need for medication.

Procedures for Administration

When deciding upon the administration of medicine needs for pupils, we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for pupils where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

On request the school will provide parents/carers with details of when medication has been administered to their child.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Administering Medicines on School Trips

Arrangements will be made to support pupils with medical conditions participating in school trips. Teachers will allow for flexibility in their plan for the trip so as to allow pupils with medical conditions to participate according to their own abilities. We will make arrangements for the inclusion of pupils in school trips and activities unless evidence from a medical professional states that this is not possible.

All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments should be conducted.

It should be ensured that a member of staff who is trained to administer any specific medication (e.g. epi-pens) accompanies the child and that the appropriate medication is taken on the visit.

Medicines should be kept in their original containers.

When accompanying children on residential trips, all medicines must be stored in a locked, secure container.

Staff responsible for administering medicines on residential trips must meet with parents/carers prior to the trip. A medication tracking form should be completed for every dose of medication given throughout the residential trip.

If in doubt staff should speak to a member of the Senior Leadership Team before administering any medicines.

Storage of medications

The storage of medicines is the overall responsibility of the Headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated on the ground-floor medical rooms.

The storage of medicines will be in a locked cupboard in the medical room. The key for the locked cupboard is in a safe space within the medical room for staff to access. The door to the medical room is also locked by a fob card key reader which only members of staff have access to.

Controlled Drugs

The Headteacher or Deputy Headteacher must be informed if controlled drugs are being stored on school premises.

Controlled drugs, such as Ritalin, Rectal Diazepam, Midazolam, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents/carers.

No more than a week's supply of controlled drugs should be kept in school at any one time and the amount of medication handed over to the school should always be recorded. See Administering Medicines Procedures.

Controlled drugs should be stored in a locked non-portable container and only specific, named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it.

The person administering the drug will receive appropriate training from the school nurse or an alternative appropriate health professional, prior to administering any medicines, if necessary.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent/carer when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

Emergency Medicines

Medicines that are listed on a health care plan for emergency treatments are always kept with the pupil under the supervision of staff. For example, EpiPens for the treatment of severe allergic reactions (anaphylaxis); Buccolam used to stop prolonged, acute (sudden) convulsive seizures and reliever pumps for asthma symptoms. Emergency inhalers must only be used if a pupil's own inhaler is lost, broken or expired.

For these medications, the class team will be provided with a first aid bag and a coded lock to keep the bag sealed. Only staff will have access to the code, this is not to be shared with pupils. As a school, we endeavour to also keep a second medication in the storage cupboard in the ground floor medical room as back up.

Any other prescription medication must be kept in the locked cupboard in the medical room.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

The school will not accept items of medication which are in unlabelled containers. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medical cabinet.

Parents are responsible for ensuring emergency medication stored in school is in date. The safeguarding team (along with support of first aiders), will regularly monitor that stored medication is in date, taking action as appropriate.

Pupils with Care Plans If a pupil is identified by Health as needing a Health Care Plan or a Risk Assessment, the plan will be drawn up by the School Nursing Team/Health Professional/ Family Welfare Officer/Parent/Pupil (If appropriate). The Family Welfare Officer will inform the Admin Team for entry of the basic information onto Arbor. The Health Care Plan or Risk Assessment itself will be held by the Family Welfare Officer and will be implemented, monitored and evaluated in liaison with parents (and pupil if appropriate) and relevant staff.

Emergency Procedure

Trained first aiders are responsible for carrying out emergency procedures in the event of a need. All staff should know how to call the emergency services. Guidance on calling an ambulance is provided below. If an ambulance is called, then the main reception needs to be informed so that they can greet the ambulance and direct them to the student. In addition the admin team need to be informed to print off the child's records, EHC plan etc. for the ambulance crew.

If an emergency occurs and a child needs to be transported to hospital then, in the absence of the parent/carers, a member of staff must accompany the child in the ambulance and stay until the parent/carer arrives. Staff should never take children to hospital in their own car; it is safer to call an ambulance. Healthcare professionals are responsible for any decisions on medical treatment when parents/carers are not available.

The individual Health Care Plan should include instructions on how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Pupils with Individual Health Care Plans

If a pupil is identified by Health as needing a Health Care Plan or a Risk Assessment, the plan will be drawn up between the School Nursing Team/Health Professional/DSL/Parent/Pupil (If appropriate). The safeguarding team will inform the Admin Team for entry of the basic information onto SIMS. The Health Care Plan or Risk Assessment itself will be held by the safeguarding team and will be implemented, monitored and evaluated in liaison with parents (and pupil if appropriate) and relevant staff.

The main purpose of an individual Health Care Plan for a child with medical needs, is to identify the level of support that is needed, day to day management and include permission for the school to administer medication on an on-going basis or in an emergency situation.

An individual Health Care Plan clarifies for staff, parents/carers, and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician. School nursing team should agree with parents/carers how often they should jointly review the plan.

Individual Health Care Plans will be kept in a file in the Medical Room, in the medication storage bag, and scanned onto the computer also. The Headteacher and Senior Leadership Team, class teacher and the school's First Aiders will be informed of the child's needs.

Roles and Responsibility

Parents/carers-

Parents/Carers have the prime responsibility for their child's health and must provide the school with information about their child's medical condition. Parents/carers must also advise of any changes to the child's healthcare needs as soon as they become aware of them and provide clear written details of such changes pending a full review of the Health Care plan.

Parents/Carers have the prime responsibility for their child's health and must provide the school with sufficient and up-to-date information about their child's medical condition. The school will require verification from the child's GP or another medical practitioner.

The parent/carer will be expected to contribute to their child's Health Care Plan.

It is the parent/carers responsibility to provide the school with the child's medicine. Medication must be in date and with the correct instructions and information from the prescriber. Staff may request that a parent/carer temporarily remove their child from school if sufficient emergency medicine is not in school.

Parents/Carers should, wherever possible, administer or supervise the self-administration of medication to their children. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

School-

The Headteacher is responsible for putting the school's policy into practice and for developing detailed procedures. The Headteacher and SLT MUST ensure that staff receive appropriate and sufficient guidance and training where necessary. The Headteacher should make sure that all parents/carers and all staff are aware of the policy and procedures for dealing with medical needs. The Headteacher and SLT will make sure that all relevant members of staff are aware of a pupil's medical condition.

For a pupil with medical needs, the Headteacher or a member of SLT will need to agree with the parents/carers exactly what support can be provided. Where parents'/carers expectations appear unachievable or unnecessary, the Headteacher or a member of SLT will seek advice from the school nursing team/doctor/the child's GP or other medical advisers.

The Headteacher, a member of SLT or a Curriculum Pathway Leader will ensure this policy is available for parents/carers to read through the school website.

A member of the first aid team or assistant head teacher will ensure that cover arrangements are made when staff are absent. SLT will endeavour to ensure sufficient trained numbers of staff will be available to implement the policy and deliver against the individual healthcare plans.

Staff are responsible for ensuring that they have read and understand this policy.

Anyone caring for children including teachers and other school staff in charge of children have a common law duty of care to act as any reasonable prudent parent/carer would to make sure that children are healthy and safe. There is no legal duty that requires school staff to administer medicines.

We will ensure that sufficient members of staff are appropriately trained to manage medicines as part of their duties. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips or after school activities.

The Headteacher and staff will always treat medical information confidentially. The Headteacher or a member of SLT will agree with the parent/carer who else should have access to records and other information about a child. Should a parent/carer insist in complete confidentiality then the school will not agree to administer medication of any kind and the responsibility for administering the medication will be the parents/carers.

We will ensure that the social and emotional implications associated with medical conditions are considered and support provided when needed. Staff will be vigilant for signs that children are self-conscious about their condition, being bullied or developing emotional

disorders such as anxiety or depression. Support will be offered and the Assistant Headteacher will arrange this.

The governing body is legally responsible and accountable for fulfilling the statutory duty to make arrangements to support pupils with medical conditions. They must ensure that arrangements are in place to support pupils with medical conditions and that such children can access and enjoy the same opportunities as any other child.

The governing body

The governing body will ensure that school policies, plans and procedures are put in place, effectively implemented and reviewed regularly.

The governing body will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support a child with a medical condition. Staff will have access to information and support.

Further details on roles/responsibilities, administration of medicines and record keeping are clearly outlined in the attached Administering Medicines procedures and must be adhered to at all times.

Staff Training

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child or supporting a child with a medical condition will have appropriate guidance.

All staff will be able to notify the Headteacher or a member of SLT if they are unwilling to administer medicines and they will not be asked to administer medicines. This will be kept in their personal file.

No volunteer will be asked to administer medication without the correct authorisation and check forms being completed.

Any medication that is to be administered to children in any other form than liquid or tablet will require additional training from the school nurse prior to staff agreeing to administer the medication.

The Headteacher and SLT will ensure that there are appropriate systems for sharing information about children's medical needs.

The family of the child will provide relevant information to school staff about how their child's needs can be met.

The school business manager will maintain a register of staff members who are trained to administer medication.

Hygiene and Infectious Illness Control

All staff will refer to the Health Protection Agency guidance when responding to a child who is ill or infectious. All staff will take necessary steps to prevent the spread of infection and take appropriate action if children are ill. Parents/carers will be asked to collect children or keep them at home if there is a risk of infecting other children.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff will have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Unacceptable Practice

It is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; or ignore medical evidence or opinion
- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively
- Require parents/carers or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs, or:
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parent/carer to accompany the child

Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Curriculum Pathway Leader, a member of SLT or the Headteacher.

If they do not feel they have been able to resolve the issue then parents/carers may make a formal complaint via the school's governing body.