



West End Academy

Policy for Supporting Pupils/Students at  
School with Medical Conditions

(Administration of Medicines)

## Version Control Sheet

Version	Date	Author	Status	Comment	Review Date
2	14.9.16	Sarah Brooks	SENCo		14.9.17
3	14.9.17	Laura Fidler	SENCo	Personalisation	14.9.18

\* *In this document:*

- *the term 'parent' includes guardian and primary carer*
- *the term 'student' includes pupil*
- *the term 'Principals' includes and Headteacher Co-Headteacher*
- *the term 'Vice Principal' includes Deputy Head*

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

*Supporting pupils with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.*

*April 2014*

Our aim is to ensure that all pupils/students with medical conditions are properly supported in the academy so that they can have full access to education, including trips and physical education. They should play a full and active role in academy life, remain healthy and safe and achieve their academic potential. It is our aim to ensure that parents/carers feel confident in our ability to provide effective support for medical conditions in the academy.

*'Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.'*

*'Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours'*

*Supporting pupils with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.*

*April 2014*

Some pupils/students with medical conditions may be disabled and where this is the case we will link our responsibilities to the Equality Act 2010. Some may have additional needs, a statement or an Education, Health and Care Plan which will address how best to meet their needs.

It is the parents/carers responsibility to inform the academy about their child's medical needs. It is expected that there would be a simple agreement between parents/carers and the academy in relation to administering medicines or providing health care. A template for this is used and is available on request.

Parents/carers will be asked to complete an Administration of Medicines/Treatment Form which is available from the academy office. Once completed these forms will be kept in the academy office/ designated area and must be updated by parents/carers with the academy if there are any changes necessary.

All forms used by the Academy are in line with the templates provided by the Department for Education.

If a pupil/student is on constant, repeat prescription it is the responsibility of the parent/carer to ensure that there is always a stock in the academy to avoid the danger of running out.

Parents/carers should also ensure that medication is in date. Parents would usually dispose of out of date medication.

An individual health care plan will be written in conjunction with parents and will be reviewed annually unless there are changes. (see attachment - model health care plan).

Emergency plans will be written when appropriate.

West End Academy will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage

and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.

We will not administer medicine containing aspirin unless it is prescribed by a doctor.

**West End Academy will not administer medicines which are not prescribed by a medical professional, (this includes Calpol, Paracetamol, headache tablets, cough sweets or any medicines containing Ibuprofen), unless there are exceptional circumstances which have been discussed and agreed with parents/carers.**

Most medicines are stored securely within a lockable cupboard.

Medicines and devices such as asthma inhalers will be always readily available to children and not locked away. Those medicines needing cold storage will be stored in a specific fridge in the designated area.

Once medicines are administered a record is kept to include the time, dosage and staff responsible.

West End Academy will consider what reasonable adjustments need to be made to enable pupils/students with medical needs to participate fully and safely on visits. This will be done in consultation with parents/carers. Appropriate risk assessments in line with local and national guidelines will be written.

When appropriate, pupils/students will be encouraged to be in control of managing their health needs. If a pupil/student refuses to take medicine staff will not force them to do so. Parents/carers will be contacted immediately to confirm alternative options.

If a pupil/student is accessing organised home to the academy transport the academy and parent/carers will ensure that escorts and drivers are aware of their medical needs.

We ensure that pupils/students will drink, eat or take toilet breaks whenever they need to in order to manage their medical condition effectively.

We will make reasonable adjustments to rewarding good attendance if the medical condition means that the pupil/student has to attend regular medical appointments. Any long term absence in relation to the medical condition will be managed effectively alongside parents/carers and support put in place if deemed appropriate to limit the impact on the pupil's/student's educational attainment and emotional wellbeing.

We constantly strive to ensure that we are implementing national and local guidance.

## **Allergies**

Information and photographs of those children who suffer from an allergy are available to all staff.

West End Academy has identified those able to administer adrenaline via an Epi Pen when necessary.

If any allergy relief medication has to be administered in cases of urgency, the academy will identify a procedure and those involved in that procedure.

If a pupil/student needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany them to hospital by ambulance.

## **Staff Training and Awareness**

The academy will ensure that all staff are provided with training in relation to different conditions and that specific staff will be provided with bespoke training for individual pupils/students needing high level care.

A record of relevant training will be kept by senior leaders in the academy.

We work alongside the school nursing services as much as possible.

All staff will be made aware of those pupils/students with a medical condition. Class teachers are issued with lists informing them of any medical issues. Staff are able to access information electronically through secure sites as well as having access to files and documents.

Liaison with pre-school services and providers, primary and secondary schools as appropriate, will ensure that transition arrangements are robust as a pupil/student moves settings. This will allow for adequate preparation and understanding by staff in the setting the pupil/student is moving to.

Senior leaders will address cover issues due to staff absence when necessary.

Individual staffing needs and professional development in relation to supporting pupils/students with medical conditions will also be integrated in the academies appraisal system.

## **Those Responsible**

The Local Governing Body is responsible for ensuring that policy is put into practice and this will be reviewed at least annually. They will also support all staff involved by agreeing to them accessing training and by ensuring that they feel secure and comfortable that they are adhering to national and local guidance.

The Local Governing Body with the Headteacher will ensure that there are appropriate levels of insurance in place.

The Local Governing Body with the Headteacher will address the complaints procedure at least annually.

The Headteacher with support from the Senior Leadership Team and the Special Needs Co-Ordinator (SENCO) are responsible for ensuring that the day to day implementation of the policy is carried out in a smooth way and is embedded in practice.



The Special Needs Co-Ordinator (SENCO) will oversee the individual support plans (eg health care plans) especially when they are connected to a special educational need and/or disability. It will usually be the case that the SENCO chairs any relevant multi-agency meetings involving parents/carers.

The SENCO will support the Headteacher by organising and facilitating staff training.

The SENCO will monitor the academic progress and attendance of those children with a medical condition and will address concerns when necessary.

A named identified member of staff will be responsible for administering medicines and this will be made clear to parents/carers.

Identified members of staff will have up to date first aid training and certificates. This information will be made visible around school.

The parent/carer is responsible for passing on medical information to the academy and for playing an equal part in ensuring that the child's needs are met.

The SENCO will ensure that there is adequate consultation with the pupil/student and will encourage the child to be part of discussions about their medical needs and support as much as possible.

Pupils/students who can take their medicines themselves or manage procedures must accept that they may require an appropriate level of supervision.

Pupils/students should know where their medicines are at all times.

### **Appropriate links to Government documentation are:**

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

The named governor for supporting provision for vulnerable pupils/students is: Mrs A Million

The Headteacher is: Chris Johnson

The named person for administering medicines is: Karen Shaw

The aspiring SENCO is: Laura Fidler



Those with current First Aid Certificates are: Richard Blagg, Sue Philps, Jo Harper, Angie Gittins, Beth Graham, Jenny McClusky, Dot Ward, Dawn Norbury, Jodie Benson, Dawn Brown, Lindsay Stanley, Kirsty Whitfield and Linda McGowan.

Examples of forms used, of training records and other policies or plans that may be related to this are available to anyone on request. Please see below for the model Health Care Plan.

## Individual Healthcare Plan

<b>Pupil Name:</b>	
<b>Date of Birth:</b>	
<b>Year Group:</b>	
<b>Medical Condition/Primary Need:</b>	
<b>Date of this Plan:</b>	

**The medical condition, its:**

- triggers
- signs
- symptoms and
- treatments

**The pupil's resulting needs, including medication:**

- dose, and
- storage
- side-effects and
- time,
- facilities,
- equipment,
- testing,
- access to food and drink where this is used to manage their condition,
- dietary requirements
- environmental issues eg crowded corridors, travel time between lessons;



**Specific support for the pupil'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
- differentiated PE lessons
- adaptations in other curriculum areas eg, food/ design technology
- break times and lunch times

**The level of support needed:** (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self- managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

**Who will provide this support:**

- training needs
- expectations of their role and
- confirmation of proficiency to provide support for the child's medical condition from a healthcare professional
- cover arrangements for when they are unavailable;

**Any medical professionals involved? (Occupational Therapist, School Nurse etc)**

**Who in the school needs to be aware of the child's condition and the support required:**

- communication and storage of information

**Arrangements for written permission from parents and the Headteacher for:**

- medication to be administered by a member of staff, or
- self-administered by the pupil during school hours;

**Separate arrangements or**

- procedures required for school trips
- other school activities outside of the normal school timetable
- risk assessments

**Named link person**

- 

(where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition)

**What to do in an emergency,**

- whom to contact, and
- contingency arrangements

**Personal Emergency Evacuation Plan in place?**

- **Yes**
- **Who will action this if not in place?**

**Administering medicines forms completed and signed if appropriate?**

- **Yes**
- **Who will action this if not completed?**

**Any other relevant information:**

The content of this Plan is taken from: "Supporting pupils in school with Medical Conditions"  
DfE April 2014