

Medicines Policy

Policy Reviewed: January 2023

Next Policy Review Date: January 2024

General Statement

Our school welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

Aim

This policy aims to ensure that pupils, staff and parents understand how our school will support pupils with medical conditions.

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 pupils 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](#). It has been written alongside NYCC's Policy & Procedures for supporting children at school with medical conditions and children who cannot attend because of health needs.

Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having identified a suitable area within school for undertaking health care procedures
- following the guidance provided by the Local Authority in 'Procedures for Supporting Children & Young People with Medical Conditions' August 2021

Responsibilities

Trustees

The governing body 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. The trustees are also responsible to:

- Take overall responsibility for the development & monitoring of Individual Health Care Plans (IHCP)s
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.

Education Coordinator / College of Teachers

- Liaise between interested parties including CYP, school staff, pastoral support/welfare officers, teaching assistants, Health Services, NYCC, parents and governors
- Ensure CYP confidentiality
- Ensure that all staff who need to know are aware of a child's condition
- Contact the Growing Healthy 0-19 Service for advice, consultation and support for children and families with Emotional Health & Resilience needs.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place

School administrator

- Check medication held in school (termly) for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing

All staff

Supporting pupils 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 pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure CYP who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a CYP's learning and provide extra help

when needed

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed every three years.

School Educational Needs Co-Ordinator

The SEN Co-Ordinator has a responsibility to:

Eskdale Community Trust for Education

- Help update the school's medical condition policy.
- Know which CYP have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a CYP needs special consideration or access arrangements in exams or coursework.
- Where a child has SEN but does not have an EHCP, ensure their SEN is mentioned in their IHCP.
- Where the child has a SEN identified in an EHCP, ensure the IHCP is linked to or apart of that EHCP.

CYP Responsibilities

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

Pupils will:

- Treat other CYP with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they or another CYP is not feeling well.
- Treat all medication with respect
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parent

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensuring their child catches up on any school work they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Being involved in the development and review of their child's IHCP and may be involved in its drafting

Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

Administration of Prescribed Medication at School

Wherever possible we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYP's health.

- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are in-date, labelled and 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 be in date.
- We will not give Aspirin to any CYP under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Where appropriate, CYP are encouraged to carry and administer their own medication with a spare being kept in the office.
- Medication not carried by CYP is stored in the school office.
- Controlled drugs are stored in the school office.
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of Non-Prescribed Medication at School

Non-prescribed medication can only be administered in a school where it is absolutely essential to the CYP's health and where it cannot be taken out of the schools hours.

- When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.
- The school ensures they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be provided by the parents. The School will not routinely hold their own stocks of medication.

Administration of Medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

We aim for our CYP to feel confident in the support they receive from us to help them do this.

CYP Who Can Manage Their Own Needs

We encourage all CYP to manage as much of their own needs as is appropriate. The teacher of the CYP in question will determine after discussion with parents whether a CYP is competent to manage their own medicine and procedures. Where a CYP has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

Safe Storage – General

- The school administrator ensures the correct storage of medication at school.
- The school administrator ensures the expiry dates for all medication stored at school are checked termly and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the kitchen. This area is inaccessible to unsupervised CYP. Pupils

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 pupils and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required. If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

School trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

Unacceptable Practice

School staff use their discretion about individual cases and refer to a CYP's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent CYP from accessing their inhalers or other medication
- Assume every CYP with the same condition requires the same treatment
- Ignore the views of the CYP and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send CYP with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the CYP's Individual Healthcare Plan
- Send an ill CYP to the school office or medical room without a suitable person to accompany them
- Penalise CYP for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent CYP from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the CYP.

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Education Coordinator / College of Teachers ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office. This procedure is revisited annually at whole school staff meetings.

If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty.

The member of staff will stay with the CYP until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a CYP to hospital in their own car unless it is an absolute necessity and never unaccompanied.

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

Staff training

Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The Health and Safety trustee is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Health and Safety trustee who will make appropriate arrangements.

The Health and Safety trustee keeps a training record and ensures training is refreshed as appropriate. The Health and Safety trustee is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff who complete records are shown by the Health and Safety trustee how these are to be completed and managed. The Health and Safety trustee quality ensures this on a termly basis. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Health and Safety trustee will determine this.

Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	School office	School Administrator	Health and Safety trustee - Anually
Individual administration of medication record - for CYP who have frequent & regular medication	School office	Relevant staff	Health and Safety trustee - Termly
Staff training log – including first aid	School office	School administrator	Health and Safety trustee - Anually

School Medical Register	school office	School administrator	Health and Safety trustee – Annually

All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule & the requirements of the UK GDPR. All electronic records will be password protected.

Enrolment forms

We ask on our enrolment form if a CYP has any medical /health conditions and again at regular times.

School Medical Register

We keep a centralised register of CYP with medical needs. The school administrator has responsibility for keeping the register up to date.

Data protection

We will only share information about a CYPs medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information. Staff with access to medical records will receive training regarding their duties under the Data Protection legislation and in particular the UK GDPR duties regarding special category data.

School Environment

We will ensure that we make reasonable adjustments to be favourable to CYP with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and learning

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of CYP in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the CYP, parents and pupil's healthcare professional to ensure the effect of the CYPs condition on their schoolwork is properly considered.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYPs needs.

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:

Policy number

02/ISS/9164189

Date of issue

5 March 2021

Insured

Eskdale Community Trust for

Education Limited

trading as Moorland Waldorf

School

Our Insurance policy provides liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the relevant staff in the first instance. If the relevant staff cannot resolve the matter, they will direct parents to the school's complaints procedure.

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from www.moorlandwaldorf.org

Monitoring arrangements

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

Distribution of the School Medical Policy

Parents are informed about this school medical policy via the school's website, where it is available all year round.

School staff are informed and reminded about this policy via email and via staff meetings

Procedure To Be Followed When School Is Notified That A CYP Has A Medical Condition

Notification of a CYPs medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc. Whatever the route the Education Coordinator/College of Teachers must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a CYPs care they can manage themselves
- Identify which staff will be involved in supporting the CYP
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the CYPs medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

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 pupils who are new to our school.

Not all pupils with a medical condition will require an IHCP. It will be agreed with a Health care professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the board of Trustees will make the final decision. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as a specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

An Individual health care plan will contain:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil'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 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;
- The level of support needed, including in emergencies. If a pupil 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 pupil'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 pupil's condition and the support required;
- 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 or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

Endorsement:

Name: Sara Lucassen

Position: Trustee of ECTE

Date: 9/1/2023