



## **Managing Medicines and Supporting Pupils with Medical Needs in School Policy**

### **Aims**

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers and agency support staff with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (HCPs)

**The named person with responsibility for implementing this policy is Steve Bench, Bursar**

### **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: Supporting pupils at school with medical conditions.

### **Roles and responsibilities**

#### The Governing Body

The Governing Body accepts full responsibility to make arrangements to support pupils with medical conditions. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

## The Headmaster

The Headmaster 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 (HCPs), 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

## 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 generally only administrators will administer 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.

## Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's HCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the HCP e.g. provide medicines and equipment

## Pupils

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 HCPs. They are also expected to comply with their HCPs.

## Healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

## **Equal opportunities**

Rookwood School is clear about the need to actively support pupils 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 pupils 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 as far as safely possible that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **Being notified that a child has a medical condition**

Each pupil is required to have a current medical information form which is held in the respective school admin office. On receipt, the information will be checked and entered onto the school's pupil database by the school administrator. Parents are asked to validate this information annually at the start of the academic year, when a child joins the school mid-year or when changes occur at any time.

There are two types of Medical Information Forms:

- 2 to 7 year olds
- 8 year olds and over

This is necessary because there is a difference in the administration of medication requirements between the two age groups and the parental consent required.

Copies of the medical questionnaires are at Appendix 1 and 2 respectively.

A list of pupils with known important medical conditions will be held in all admin office and staff rooms; this will be updated annually or following changes.

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. The responsibility for collating, checking and records medical details on to the School's MIS rests with:

- Senior School – Highfield Receptionists
- Lower School – Lower School Admin Officer

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

## **Individual Healthcare Plans (HCPs)**

HCP forms are attached to medical questionnaires (Appendices 1 and 2). Where the parent declares a notifiable medical condition that requires further instructions on its management, the parents will complete the HCP form and return it with the questionnaire.

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

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

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require a HCP. It will be agreed with a healthcare professional and the parents when an HCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headmaster will make the final decision.

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

HCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEND needs but does not have an EHCP, the SEND needs will be mentioned in the HCP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

### **Managing medicines**

Prescription medicines will only be administered at school:

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

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

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

Pupils under 8 years old will not be given any medication other than that which is prescribed by a Doctor and is sent in from home.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. The parents of Lower School pupils are notified by telephone before issuing any medicine, additionally, an entry is made on the MIS and in the homework diary. Medicines to Senior School pupils are not notified to parents.

The following is to be considered before bringing medication in school:

- Prescribers consider the use of medicines which need to be administered only once or twice per day) (where appropriate) for children and young people so that they can be taken outside of school hours
- Most prescribed medicines that need to be taken three times per day could be taken in the morning, after school hours and at bedtime, alleviating the need for them to be brought into school

- Prescribers consider providing two prescriptions where appropriate and practicable, for a child's medicine: one for home and one for school, avoiding the need for repackaging or relabelling of medicines by parents

The following rules must be followed when administering prescribed medication to any pupil in school:

- A request for staff to administer medicine must be made in writing using the Parental agreement for school to administer medicine (Appendix 5).
- Medicines must have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be in the pharmacist's original container, clearly labelled with the pupil's name and the dosage/instructions.
- The medicine, together with a completed and signed Parental agreement for school to administer medicine consent form, should be delivered to school, where possible by a parent or guardian and handed to the appropriate School office administrator.
- Exceptions to this will be those asthmatic pupils who require the use of inhalers and any pupil that must carry an Auto Injector Pen. The parent/guardian will be required to notify the appropriate School office administrator if this is the case.
- The medicine must be stored in a refrigerator or designated locked cupboard.
- When the medicine is given to the pupil the dose, date and time must be recorded on SchoolBase and in the homework diary for Lower School pupils.
- No member of staff may make changes to the dosage originally dispensed even with parental instruction.

#### Non-prescription medication for over 8 year olds

Staff should never give a non-prescribed medicine (i.e. 'over the counter' medicines) to a pupil unless there is specific prior written permission from the parents or guardians. This written permission will be included on the medical information form that is issued after the start of each year, or on entry to the school. Staff must check that the medicine has been administered without adverse effect in the past and that the parents have certified this is the case. Any information is on Medical record but not in Notes on View Only where every pupil's record contains a 'notes' box in which any relevant information will have been entered.

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

The following non-prescription medicines are kept in a designated locked cabinet and may be administered by a member of staff – in accordance with age specific guidelines:

- Paracetamol tablets or Calpol solution
- Ibuprofen tablets
- Anti-histamine (e.g. Piriton)

All medicines will be stored safely. 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 will be readily available to pupils and not locked away. Adrenaline pens will general be kept on the pupil with any personal spares held elsewhere. Where there is only one Adrenaline pen, it will be held in the respective school admin office.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### Documentation

All medicine administered to a pupil will be recorded on the School's MIS.

### **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 pupil 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 pupil to use. 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 and a record of any doses used and the amount held will be kept.

### Pupils managing their own needs

Pupils in the Senior School only 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 HCPs.

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

Lower School pupils will not have this responsibility.

### Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's HCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- 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 HCPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **Emergency procedures**

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

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

## **Training**

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

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

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the HCPs
- 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.

## **Record keeping**

The governing body will ensure that written records are kept of all medicine administered to pupils as outlined above.

HCPs are kept in a readily accessible place which all staff are aware of.

## **Liability and indemnity**

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

### **Complaints**

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

### **Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body annually.

Appendices:

1. Medical Information Form (under 8 year old)
2. Medical Information Form (over 8 year old)
3. Entering information on SchoolBase
4. Self-referral / medication report forms
5. Parental agreement for school to administer medicine

**ROOKWOOD SCHOOL MEDICAL INFORMATION FOR PUPILS UNDER 8 YEARS OLD**

NAME: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

**CONTACT DETAILS**

	1 <sup>st</sup> CONTACT	2 <sup>nd</sup> CONTACT
Name		
Relationship		
Home tel.number		
Work tel.number		
Mobile number		

ANY OTHER CONTACT (Name &amp; Tel. Number): \_\_\_\_\_

**G.P.**

Name:

Contact Number:

Practice Name: \_\_\_\_\_

**MEDICAL CONDITIONS**

Does your child suffer from any of the following?

**ASTHMA** YES/NO

If yes, do they use an inhaler? YES/NO Details: \_\_\_\_\_

If yes, do they carry it on them at school? YES/NO

**DIABETES** YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**EPILEPSY** YES/NO

If yes, are they on regular medication? YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**ALLERGIES** YES/NO

Details:

If yes, do they require and carry an EpiPen? YES/NO

**TRAVEL SICKNESS** YES/NO

If yes, do they take any medication? YES/NO Details: \_\_\_\_\_

**OTHER**

Any other medical condition? \_\_\_\_\_

**DOES YOUR CHILD SUFFER FROM ANY NON-MEDICAL CONDITION THAT THE SCHOOL SHOULD BE AWARE OF (e.g. DYSLEXIA, DYSPRAXIA etc)? YES/NO**

If yes, please give details \_\_\_\_\_

**MEDICATION**

Is your child on any long term regular medication? YES/NO If yes, please give name medication? \_\_\_\_\_

Please complete a separate "Care Plan" if you have answered yes to any of the above.

**TETANUS INOCULATION**

What was the date of your child's last tetanus inoculation? \_\_\_\_\_

**DIETARY REQUIREMENTS**

Please list any special dietary requirements \_\_\_\_\_

**DECLARATION**

In the event of illness or accident if I/we cannot be contacted I/we consent to any emergency medical or dental treatment, which might include the use of anaesthetics and blood transfusions, if a doctor considers the delay in obtaining my/our permission will be detrimental to my/our child.

Signed \_\_\_\_\_ (Parent/Guardian)      Date \_\_\_\_\_

Please complete the separate **Care Plan** if you have answered yes to any of the above questions, and return it with this form.

**Only prescription medication can be brought into school and must be in its original containers with the child's name and dosage visible on the printed label.**

**The medication school be handed into the school office (by an adult) and a medication consent form completed by the child's parent / guardian.**

**No child should have any medication on them and non-prescription medication cannot be brought into school.**

[For office use only: the information contained on this form has been entered on SchoolBase]

[Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_ ]

**ROOKWOOD SCHOOL MEDICAL INFORMATION FOR PUPILS  
OVER 8 YEARS OLD**

**NAME:** \_\_\_\_\_

**D.O.B.:** \_\_\_\_\_

**CONTACT DETAILS**

	1 <sup>st</sup> CONTACT	2 <sup>nd</sup> CONTACT
Name		
Relationship		
Home tel.number		
Work tel.number		
Mobile number		

ANY OTHER CONTACT (Name & Tel. Number): \_\_\_\_\_

**G.P.**

Name:

Contact Number:

Practice Name: \_\_\_\_\_

**MEDICAL CONDITIONS**

Does your child suffer from any of the following?

**ASTHMA** YES/NO

If yes, do they use an inhaler? YES/NO Details: \_\_\_\_\_

If yes, do they carry it on them at school? YES/NO

**DIABETES** YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**EPILEPSY** YES/NO

If yes, are they on regular medication? YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**ALLERGIES** YES/NO

Details:

\_\_\_\_\_

If yes, do they require and carry an EpiPen? YES/NO

**TRAVEL SICKNESS** YES/NO

If yes, do they take any medication? YES/NO Details: \_\_\_\_\_

**OTHER**

Any other medical condition? \_\_\_\_\_

**DOES YOUR CHILD SUFFER FROM ANY NON-MEDICAL CONDITION THAT THE SCHOOL SHOULD BE AWARE OF (eg DYSLEXIA, DYSPRAXIA etc)? YES/NO**

If yes, please give details \_\_\_\_\_

**MEDICATION**

Is your child on any long term regular medication? YES/NO If yes, please give name medication? \_\_\_\_\_

Please complete a separate "Care Plan" if you have answered yes to any of the above.

**TETANUS INOCULATION**

What was the date of your child's last tetanus inoculation?

**DIETARY REQUIREMENTS**

Please list any special dietary requirements \_\_\_\_\_

**DECLARATION**

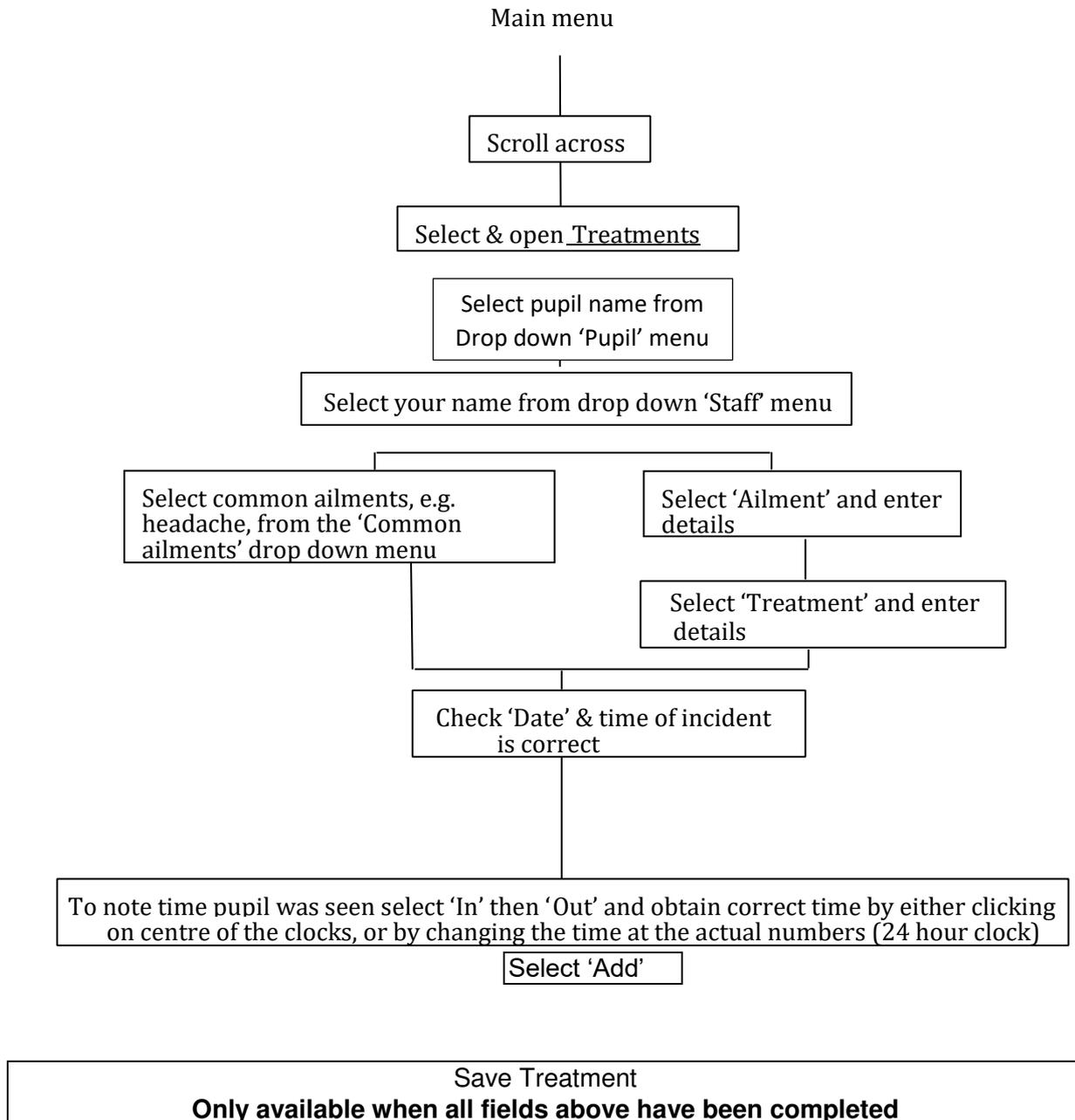
In the event of illness or accident if I/we cannot be contacted I/we consent to any emergency medical or dental treatment, which might include the use of anaesthetics and blood transfusions, if a doctor considers the delay in obtaining my/our permission will be detrimental to my/our child.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

In the event of my/our child requiring any of the following non-prescribed medication I/we agree to staff administering such medication as they deem appropriate.

Paractamol or Calpol	YES/NO	Previously taken	Yes/No
Ibuprofen	YES/NO	Previously taken	Yes/No
Anti-histamine (e.g. Piriton)	YES/NO	Previously taken	Yes/No

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

**Input of documentation on SchoolBase**

**ROOKWOOD SCHOOL SELF REFERRAL/ MEDICATION REPORT**

Staff name	
Pupil name	
Year	
Date	
Time in & out	
Ailment	
Remedy	
Entered on SchoolBase	

**ROOKWOOD SCHOOL SELF REFERRAL/ MEDICATION REPORT**

Staff name	
Pupil name	
Year	
Date	
Time in & out	
Ailment	
Remedy	
Entered on SchoolBase	

*ROOKWOOD SCHOOL Parental agreement for school to administer medicine.*

*The school will not give your child medication unless you complete and sign this form. The school agrees to administer the following drugs if they are in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and dosage. It is your responsibility to have the drugs delivered and collected from the appropriate school office.*

Pupil's name \_\_\_\_\_

Form \_\_\_\_\_

Date of Birth \_\_\_\_\_

Medical condition/illness \_\_\_\_\_

**Medicine**

Name/type of medicine \_\_\_\_\_  
(as described on the container) \_\_\_\_\_

Dosage to be given \_\_\_\_\_

Timing(s) \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the school needs to aware of?

\_\_\_\_\_

Self-administration

Yes/No

Procedures to take in an emergency \_\_\_\_\_

Contact telephone number(s) \_\_\_\_\_

**Consent**

Parental/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Relationship to child \_\_\_\_\_