

# **Highwood Primary School**



## **Managing Medicines Policy**

**September 2021**

DfE guidance states that governing bodies should ensure that all primary schools should develop a policy for supporting pupils with medical conditions, which is reviewed regularly and is readily accessible to parents and school staff. Governing bodies should ensure that the arrangements they set up include details on how Highwood Primary School's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation. Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained to administer medication and deal with pupils if they are unwell.
- a commitment that all relevant staff will be made aware of a child's medical condition.
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- monitoring of individual healthcare plans (SENDCo).

Highwood Primary School will ensure that it has a number of staff trained across EYFS, KS1, KS2 and support staff to match the number of pupils on roll.

All staff should be aware of the content of this policy and know what action to take in an emergency. School Nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes to the relevant staff. If further training needs are identified, the School Nursing Team will be contacted.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will take pupils to hospital in their own car with at least two members of staff in an emergency situation only.

Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so. Staff at Highwood are not legally obliged to administer medication on behalf of a parent and can request that a parent attends school to give it to the child themselves.

Highwood Primary School will make sure that there are sufficient members of staff trained to administer the medication and meet the needs of an individual child. Highwood Primary School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Highwood Primary School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

Highwood Primary School will not give medication (prescription or non-prescription) to a child under 16 without a parent's verbal consent followed up by written consent (either email, text or letter) except in exceptional circumstances.

When administering medication, for example pain relief, Highwood Primary School staff will check the maximum dosage and when the previous dose was given. Parents/carers will be notified by phone or text when medication has been given in an emergency and advised of the time administered.

Highwood Primary School will ensure the 5 Rs are applied:

- 1) Right Child
- 2) Right Medication/drug
- 3) Right Dose
- 4) Right Time
- 5) Right Route (only oral in school)

If a pupil's prescribed medication is to be given three times a day, then Highwood Primary School staff will request that these doses be administered at home.

If a pupil's prescribed medication needs to be given four times a day, then Highwood Primary School staff will only administer one dose at school unless a child is on a pre agreed medical plan which requires particular requirements for administration of medication.

We request that the other three doses be administered at home. The only exception to this may be if a child attends our After School Club (Tea Time Club), which finishes at 6pm. In that case, we would administer one further dose if it is not possible for parents to administer it.

Parents/carers at Highwood Primary School understand that they should let us know immediately if their child's medical needs change, as stated in their application form.

All parents/carers of pupils, who have been prescribed an auto-injector, have been notified that their children must have two auto-injectors in school every day. If a pupil arrives in school without their auto-injectors, we will ask the parents/carers to bring in their auto-injectors immediately or collect their child.

If a pupil misuses their medication, or anyone else's, their parent/carer will be informed as soon as possible and the school's Behaviour Policy will be followed.

### **Highwood Primary School has clear guidance on the storage of medication and equipment in school.**

Highwood Primary School ensures all medication, except asthma inhalers and auto-injectors, is kept in a locked cupboard in the medical room. All prescribed medication, which is required to be kept in a fridge, is locked in a separate medical fridge located in the medical room.

Highwood Primary School will make sure that all medication is stored safely, and that pupils with medical conditions know to come to the medical room. Under no circumstances will medication be stored in first aid boxes.

Highwood Primary School makes sure that all staff understand what constitutes an emergency for an individual child. Staff will make sure that emergency medication/equipment, e.g. asthma inhalers, auto-injectors etc, is readily available and not locked away, whenever the child is in school or on an off-site activity. At Highwood Primary School, such items are kept in the high cupboard above the teacher's computer in each classroom.

For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in school, the Paediatric Diabetes Team will provide this level of training and education to the relevant staff.

Highwood Primary School is covered by HCC's insurance and where an IHCP is in place, parents have consented for the school staff to administer medication/meet other support needs as part of that plan. Trained staff undertake these support needs, and record keeping in relation to administration is robust. Liability cover is in place for common treatments administered by staff (e.g. in relation to oral medication, inhalers, auto injectors, pre-packaged doses via injection etc.).

The insurance section has a detailed list of treatments which are covered; for pupils with significant medical needs contact [insurance@hertfordshire.gov.uk](mailto:insurance@hertfordshire.gov.uk) or by phone on 01992 555480 for further advice and to ensure coverage.

Highwood Primary School will only accept medication to be administered in school if a parent or carer has completed and signed a medical form (MED1) (**appendix 1**). These forms are

kept for record purposes in a locked cupboard with all other medical paperwork for the required retention period.

Highwood Primary School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump. School will not administer any medication where the labelling is not in English, unless a signed translation of the instructions has been provided.

Parents/carers are requested to collect all medication/equipment at the end of the school year. Out of date medication, or medication which is no longer required, will be returned to parents/carers or taken to a pharmacy for disposal.

Highwood Primary School disposes of needles and other sharps in line with HCC policies. They are collected and disposed of in line with local authority procedures.

### **Highwood Primary School has clear guidance about record keeping.**

As part of Highwood Primary School's admissions process and annual data collection exercise, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.

Highwood Primary School uses a medical plan and risk assessment to record the support an individual pupil needs around their medical condition. An IHCP is developed with the parent/carer, SENDCo or Welfare Manager at Highwood Primary School, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have an EHCP, their special educational needs are mentioned in their personal plan.

Highwood Primary School has a centralised register of medical plans, and information regarding children with asthma, allergies and dietary plans and the office staff have the responsibility for this register. A central folder, containing this information is kept in the medical room.

Highwood Primary School has a centralised register of all auto-injectors and asthma pumps held in school with expiry dates for checking termly. However, it is not the school's responsibility to ensure these are kept in date; legally, it is the responsibility of the pupil's parent/carer.

Medical plans are reviewed regularly, at least every year or whenever the pupil's needs change.

Highwood Primary School makes sure that the pupil's confidentiality is protected.

Highwood Primary School seeks permission from parents/carers before sharing any medical information with any other party.

Highwood Primary School keeps an accurate record of all medication administered, including the name of medication, dose, time, date and name of member of staff (only 1 staff member required to administer medicines). **(Appendix 2)**

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

Highwood Primary School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Highwood Primary School is also committed to an accessible physical environment for out-of-school activities. (see Accessibility Plan).

Highwood Primary School makes sure the needs of pupils 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 pupils with medical conditions may experience and use this knowledge, alongside Highwood Primary School's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

Highwood Primary School understands the importance of all pupils taking part in off-site visits and physical activity and ensure that all relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

Highwood Primary School understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

**Highwood Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and off-site visits.**

Highwood Primary School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All Highwood Primary School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

Highwood Primary School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

Highwood Primary School makes sure that a risk assessment is carried out before any out-of-school visit, and residential trips. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Highwood Primary 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.

**Highwood Primary School is an inclusive community that supports and welcomes pupils with medical conditions.**

Highwood Primary School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in Highwood Primary School because arrangements for their medical condition have not been made.

Highwood Primary School will listen to the views of pupils and parents/carers.

Pupils and parents/carers feel confident in the care they receive from Highwood Primary School and that the level of that care meets their needs.

All staff understand their duty of care to children and know what to do in the event of an emergency.

Highwood Primary School understands that not all children with the same medical condition will have the same needs; our school will focus on the needs of each individual child.

Highwood Primary School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21.) Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Highwood Primary School complies with their duties under that Act. Some may also have special educational needs and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice.

### **Staff at Highwood Primary School have training to learn what to do in an emergency for children with medical conditions at school.**

All school staff, including temporary or supply staff, are aware of the medical conditions at Highwood Primary School and understand their duty of care to pupils in an emergency.

All relevant staff receive training in what to do in an emergency and this will be refreshed every three years.

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at school have a medical plan and a risk assessment, which explains what help they need in an emergency. The plans will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the medical plan for sharing the IHCP within emergency care settings.

Highwood Primary School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP or Medical Plan. This should be provided by the specialist nurse/School Nurse/other suitably qualified healthcare professional and/or parent/carer. The professional person will confirm their competence and the school keeps an up to date record of all training undertaken and by whom.

Appendix 1 – MED 1 FORM

**Highwood Primary Highwood Primary School  
Medication Authorisation Form**

**Highwood Primary Highwood Primary School cannot agree to administer medication unless this form is completed and signed.**

**DETAILS OF PUPIL:**

Name ..... Class .....

Age ..... Date of Birth .....

**MEDICATION**

Name of medication: .....

Has your child previously experienced any side effects to this medication ? NO/YES

If Yes, please describe the side effects to be aware of .....

.....

Dosage and Time to be administered: .....

Medical condition: .....

For how long will your child take this medication: .....

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I hereby authorise you to administer the above medication within the guidelines set out above to my child. I understand that I must deliver the medication personally to Highwood Primary School Office. I also accept that this is a service the school is **not** obliged to undertake.

Parent/Carer signature: .....Date: .....

Parent/Carer Name (Block capitals please): .....

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**PART 2 – EMERGENCY ONLY**

My child feels unwell this morning; they have not had any medication. I give my written permission for Highwood Primary School to administer .....medication to my child ..... if needed today.

Parent/Carer signature: .....Date: .....

Parent/Carer Name (Block capitals please): .....





## Appendix 3

### Roles and responsibilities

**Governing bodies** – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Headteacher** – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of a child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that Highwood Primary School staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the School Nursing Service in the case of any child who has a medical condition that may require support in school, but who has not yet been brought to the attention of School Nurse.

**School Staff** – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. Highwood Primary School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**School Nurse** – every school has access to School Nursing Services. They are responsible for notifying school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School Nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local primary school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the School Nurse and will work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named School Nurse for that school to ensure a coordinated approach.

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents/carers** – should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.