



# THE KING'S SCHOOL

GRANTHAM

## Supporting Pupils with Medical Conditions and Administration of Medicines

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## 1 Aims

- 1.1 This is the Administration of Medicines and Supporting Pupils with Medical Conditions Policy for pupils of The King's School (**Academy**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to actively promote and safeguard the welfare of all pupils;
  - 1.2.2 to promote a culture of safety, equality and protection;
  - 1.2.3 to promote the physical and mental health and well-being of pupils;
  - 1.2.4 to enable all pupils with medical conditions to access and enjoy the same opportunities at the Academy as any other pupil and to ensure that they are able to play a full and active role in Academy life, remain healthy and achieve their academic potential;
  - 1.2.5 to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that the Academy provides support to individual pupils with medical needs.

## 2 Scope and application

- 2.1 This policy applies to the whole Academy [• including the Early Years Foundation Stage (**EYFS**)].
- 2.2 This policy applies at all times when the pupil is in or under the care of the Academy, that is:
  - 2.2.1 in or at school;
  - 2.2.2 on Academy-organised trips;
  - 2.2.3 at a school sporting event.
- 2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1 affect the health, safety or well-being of a member of the Academy community or a member of the public; or
  - 2.3.2 have repercussions for the orderly running of the Academy.

## 3 Regulatory framework

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Education and Skills Act 2008;
  - 3.1.3 Children Act 1989;
  - 3.1.4 Equality Act 2010;
  - 3.1.5 Human Medicines Regulations 2012;
  - 3.1.6 Data Protection Act 2018 and UK General Data Protection Regulation (GDPR).
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 **Supporting pupils at school with medical conditions** (DfE, August 2017);

- 3.2.2 [Automated external defibrillators \(AEDs\): a guide for schools](#) (DfE, October 2019);
  - 3.2.3 [Guidance on the use of emergency salbutamol inhalers in schools](#) (Department of Health, March 2015);
  - 3.2.4 [Guidance on the use of adrenaline auto-injectors in schools](#) (Department of Health and Social Care, September 2017);
  - 3.2.5 [Guidance on first aid for schools](#) (DfE, February 2022);
  - 3.2.6 [Mental health and behaviour in schools: departmental advice for school staff](#) (DfE, November 2018);
  - 3.2.7 [Medical conditions at school](#) (Health Conditions in Schools Alliance);
  - 3.2.8 [Health protection in schools and other childcare facilities](#) (UK Health Security Agency, April 2022); and
  - 3.2.9 [Model policy for allergy management at school](#) (British Society for Allergy and Clinical Immunity).
- 3.3 The following Academy policies, procedures and resource materials are relevant to this policy:
- 3.3.1 First Aid Policy;
  - 3.3.2 Health and Safety Policy;
  - 3.3.3 Supporting Pupils' Mental Health Policy;
  - 3.3.4 Risk Assessment Policy for Pupil Welfare.
  - 3.3.5 the Academy's guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes, listed at Appendix 1.

## 4 **Publication and availability**

- 4.1 This policy is published on the Academy's website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Head Master's Personal Assistant during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

## 5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to the **Proprietor** are references to The King's School, the Academy Trust.
  - 5.1.2 References to an **IHCP** is to an individual healthcare plan, being an agreement between Parents, the Academy and healthcare professionals about what care a child needs and how it will be carried out.
  - 5.1.3 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has

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 care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).

- 5.1.4 References to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website.

## 6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	The Head Master	As a minimum annually, ideally termly, and as required
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	The Deputy Head Master	As a minimum annually, ideally termly, and as required
Monitoring the systems and management of medical welfare of pupils to identify whether review or change in welfare practice is needed	The Assistant Bursar	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy	The Director of Finance and Estates	As a minimum annually, ideally termly, and as required
Formal annual review	Proprietor	Annually

- 6.3 The Head Master has formal oversight of the administration of medicine and the arrangements for pupils with medical conditions within the Academy, including:
- 6.3.1 ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and support materials required to assist pupils with medical conditions;
- 6.3.2 ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the Academy, including making contingency plans for staff absence and emergency situations;

- 6.3.3 ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need--to--know basis;
  - 6.3.4 ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions;
  - 6.3.5 the overall development and monitoring of IHCPs at the Academy.
- 6.4 The Head Master may delegate duties as appropriate to the SENCo and other members of staff who have received training in accordance with this policy.

## **7 Sharing information with parents and others**

- 7.1 Staff should never provide pupils with an absolute assurance of privacy and should explain to pupils at the outset the importance of sharing information about any medical conditions and treatment with others on a "need-to-know basis".
- 7.2 The Academy promotes ongoing communication with Parents in order to ensure that the specific medical needs of all pupils in our care are known and met. However, the Academy balances this against the wishes of pupils who are Gillick competent to consent to, or withhold their consent in relation to treatment without involving their parents.
- 7.3 The Academy will balance the pupil's wishes against the Academy's overarching duties to safeguard pupils' health, safety and welfare and to protect pupils from suffering significant harm. Where the Academy considers it necessary and proportionate to the need and level of risk, information may still be shared with staff, parents, medical professionals and external agencies (such as the Local Safeguarding Partner, **LSP**).
- 7.4 Parents will be asked to complete a medical information and consent form concerning their child's health and must inform the Head Master in writing if their child develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with anyone with an infectious or contagious disease.
- 7.5 Where a pupil has an infectious or contagious disease and/or has been in close contact with anyone who has one, including but not restricted to COVID-19, the Academy may share information with relevant agencies, including the local health protection agency, Public Health England and/or the DfE.
- 7.6 Where appropriate, Parents will be invited to consult with the Academy and relevant healthcare professionals in order to produce an IHCP for their child. A template letter to parents can be found in Appendix 5.

## **8 Administration of medication**

- 8.1 Parents should inform the Head Master where a pupil will require either prescription or non-prescription medication to be taken at the Academy and of any changes to the medication required.
- 8.2 The Academy requests that medication is only taken at school if it is essential, that is where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending school.

- 8.3 Parents of all pupils at the Academy are required to complete the medical information and consent form to agree to the Academy administering medicine before medication is administered to the relevant pupil.
- 8.4 Staff at the Academy will not administer any medication to a pupil without obtaining prior written permission from their Parents. This requirement will not prevent a pupil of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence. In such circumstances, staff will explain to pupils the importance of sharing information on a "need-to-know" basis as set out at paragraph 7.1 above.
- 8.5 Unless in exceptional circumstances, no pupil under the age of 16 will be given prescription or non-prescription medication without parental consent.

## 9 Individual healthcare plans (IHCPs)

- 9.1 The Academy will focus on the needs of each individual pupil and how their medical condition impacts on their Academy life, including how the medical condition impacts on a pupil's ability to learn and will take steps to help increase pupils' confidence and ability to self-care.
- 9.2 Where a pupil has long-term or complex medical condition or health needs, the Academy will, where appropriate, produce an IHCP for that pupil, in accordance with Appendix 3. A template IHCP is set out in Appendix 4.
- 9.3 The IHCP will be prepared following consultation with the Parents, the pupil (where appropriate) and the School Nurse and / or any other relevant healthcare professional.
- 9.4 Where appropriate, the IHCP should be linked with a pupil's Education, Health and Care Plan (**EHC plan**). Where a pupil has SEN or a disability but does not have an EHC plan, their SEN should be mentioned in their IHCP.
- 9.5 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the Academy holds accurate information about the medical condition of the pupil.
- 9.6 Once the IHCP is approved the [Head Master / SENCo] will be responsible for its maintenance and implementation.
- 9.7 The IHCP will be reviewed at least annually or more frequently where a pupil's needs change.

## 10 Insurance

- 10.1 The Proprietor will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the Academy.
- 10.2 All staff who are required to administer medicines or to provide support to pupils with medical conditions are covered by the Academy's liability insurance. A copy of the relevant insurance policy is available to all staff on request.

## 11 Infectious conditions

- 11.1 Where a pupil is suffering, or suspected to be suffering, from an infectious condition, the Academy will follow the *Health protection in schools and other childcare facilities*

Administration of Medicines and Supporting Pupils with Medical Conditions Policy guidance<sup>1</sup>, as appropriate, and may require pupils to remain away from school until they are no longer infectious.

- 11.2 Where there is a risk that a pupil has, or is suspected of having COVID-19 or any other virus or infection outbreak unknown at the time the policy was prepared, the Academy will follow an Annex to this policy /any additional policy/policies implemented by the Academy.

## **12 Prescription, non-prescription medication and household remedies**

- 12.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.
- 12.2 Staff may only administer certain non-prescription medication and / or household remedies such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to give consent to confirm their agreement to staff administering such medication and to confirm that the pupil has not suffered an adverse reaction to the medication in the past.
- 12.3 No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

## **13 Self-medication**

- 13.1 The Academy recognises that pupils should be allowed to carry their own medicines and relevant devices (such as inhalers and AAI's), wherever possible or should be able to access their medicines for self-medication quickly and easily.
- 13.2 Following consultation between the Academy, Parents and the pupil, a pupil will be permitted to store and carry their own medication if in the opinion of the Head Master they are sufficiently competent to do so. This will be reflected in a pupil's IHCP.
- 13.3 The Academy will also consider the safety of other children and medical advice from the prescriber in respect of the pupil in reaching this decision.
- 13.4 Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of Academy rules.

## **14 Administration of medication**

- 14.1 Where a pupil requires supervision to take their medication or where such medication will be administered by staff, pupils receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.
- 14.2 With the exception of insulin, which may be provided in an insulin pen or pump, all medicines supplied to the Academy by Parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

<sup>1</sup> See <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

14.3 If staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.

14.4 If a pupil refuses their medication, staff will record this and report to Parents as soon as possible.

## 15 Storage of medication

15.1 Medicines are always securely stored in accordance with individual product instructions.

15.2 The Academy will carry out a risk assessment to consider any risks to the health and safety of the academy community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

15.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

15.4 Emergency medication such as inhalers, AAls and blood glucose testing meters and spare / back up devices will be kept in the Academy Reception medical area but in order to allow immediate access the box will not be locked. Spare / back up devices will be kept separate from pupils own devices and clearly labelled to avoid confusion with that of a named pupil as part of the emergency kit.

15.5 In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.

15.6 Pupils who do not carry and administer their own medication understand which members of staff will administer their medication.

15.7 If a pupil is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the pupil will have access. A record of any doses used and the amount of the controlled drug held at the Academy will be maintained.

15.8 Those pupils who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

15.9 Parents should collect all medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from the Academy.

## 16 Access to external medical services

16.1 Pupils have access to local medical, dental, optometric and other specialist services or provision as necessary.

## 17 Emergency procedures

17.1 In the event of an emergency related to the administration of medicine, the school office should be called as soon as possible to send a First Aider.

17.2 If the First Aider does not consider that he or she is able to deal with the presenting condition, the First Aider should continue any first aid or medical procedures being provided whilst another person summons emergency medical care.

17.3 **This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before**

**implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the Academy site.**

- 17.4 A checklist for contacting the emergency services can be found in Appendix 2.
- 17.5 The Parents authorise the Head Master to consent on their behalf to the pupil receiving emergency medical treatment where certified by an appropriately qualified person as necessary for the pupil's welfare and if the Parents cannot be contacted in time
- 18 **Automated external defibrillators (AEDs)** The Academy's AED(s) is located in the school office.
- 18.1 The AED should only be used where a person is in **cardiac arrest**. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.
- 18.2 If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a first aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED.
- 18.3 The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.]
- 19 **Asthma register and emergency inhalers**
- 19.1 The other requirements of this policy apply to emergency inhalers, including but not limited to appropriate training, use, supply, storage, care, disposal and record keeping.
- 19.2 The Head Master are responsible for ensuring that *Guidance on the use of emergency salbutamol inhalers in schools (Inhalers Guidance)* is properly implemented and followed.
- 19.3 General information on how to recognise and respond to an asthma attack is contained in the guidance referred to in Appendix 1.
- 19.4 The Office Manager will hold and be responsible for restocking at least one emergency inhalers (which may be bought without prescription). An emergency inhaler may be used if a pupil's prescribed inhaler is not available (for example, because it is broken, or empty) or in the event of an asthma attack.
- 19.5 Only pupils who have been diagnosed with asthma and /or who have been prescribed a reliever inhaler may use an emergency inhaler. The Office Manager will maintain an up to date register of pupils who have been diagnosed with asthma and /or who have been prescribed a reliever inhaler and in respect of whom parental consent to the use of the emergency inhaler has been obtained. The register should be reviewed regularly (at least annually) to take into account pupils' changing asthma care needs. A copy of the register is to be stored with the emergency inhalers.
- 19.6 Parents are to notify the Academy as soon as practicable that a particular pupil has been diagnosed with asthma and / or has been prescribed a reliever inhaler. Notification should be accompanied by a completed consent form signed by the Parents in the form set out at Annex B of the Inhalers Guidance (a copy of which is available from the Office on request. Completed consent forms should be stored on the pupil's file and, where appropriate, the ICHP updated accordingly.

- 19.7 If an emergency inhaler is used by a pupil the Office Manager will notify the relevant Parents as soon as practicable.
- 19.8 Emergency inhalers are also to be stored, cared and disposed of in accordance with Part 3 of the Inhalers Guidance.
- 20 **Adrenaline auto-injectors**<sup>2</sup> General information on how to recognise and respond to an anaphylaxis is contained in the guidance referred to in Appendix 1.
- 20.1 Delays in administering AAI's have been associated with fatal outcomes. **AAI's MUST be administered without delay** to pupils if there are **ANY signs of anaphylaxis present** to those pupils who are known to be at risk of anaphylaxis, for whom both medical authorisation and consent for the use of AAI's have been provided.
- 20.2 **Academy staff must always call 999 and request an ambulance if an AAI is used** and keep a detailed record including, where the reaction took place and how much medication was given. Relevant Parents should be informed as soon as practicable.
- 20.3 The Head Master is responsible for ensuring that the *Guidance on the use of adrenaline auto-injectors in schools* (the **AAI Guidance**) is properly implemented and followed.
- 20.4 AAI's are to be stored, cared and disposed of in accordance with Part 3 of the AAI Guidance and the other requirements of this policy apply to AAI's, including but not limited to appropriate training, use and record keeping.
- 20.5 The Office Manager will have overall responsibility for restocking at least one AAI (which may be bought without prescription). The Office Manager and The Assistant Bursar will check the stock on a monthly basis to ensure that the AAI's are present and in date and that replacement AAI's are obtained in good time.
- 20.6 Spare AAI's should only be used on pupils who are known to be at risk of anaphylaxis, for whom both medical authorisation and consent for the use of AAI's have been provided.
- 20.7 The Office Manager will maintain an up to date register of pupils at risk of anaphylaxis this includes pupils who have been prescribed a AAI and those who have been provided with a medical plan confirming this, but who have not been prescribed AAI and in respect of whom parental consent to the use of the spare AAI has been obtained. The register should be reviewed regularly (at least annually) to take into account pupils' changing needs. A copy of the register is to be stored with the spare AAI's.
- 20.8 Parents are to notify the Academy as soon as practicable that a particular pupil is at risk of anaphylaxis and in that case provide their consent to use the spare AAI's. Completed consent forms should be stored on the pupil's file and, where appropriate, the ICHP updated accordingly.

## 21 **Allergy management**

- 21.1 In accordance with needs identified within a pupil's IHCP, the Academy will prepare and maintain an allergy action plan. Consideration will be given to the British Society for Allergy and Clinical Immunity (BSACI) guidance and model policy for allergy management at school.

<sup>2</sup> See <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

## 22 Off-site visits and sporting events

- 22.1 The Academy actively supports all pupils with medical conditions to access and enjoy the same opportunities at the Academy as any other pupil, which includes ensuring that they are able to take an active role in Academy trips and sporting activities, unless it is contraindicated by a medical professional involved in a pupil's care (such as his GP).
- 22.2 If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.
- 22.3 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.
- 22.4 Secure storage for medicines will be available at all short-term accommodation used by the Academy.

## 23 Unacceptable practice

- 23.1 Staff should use their discretion and training with regards to each individual pupil's medical needs, by reference to their IHCP and / or EHC Plan, as appropriate.
- 23.2 However, staff should be aware that the following practices are generally unacceptable:
  - 23.2.1 preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
  - 23.2.2 assuming that all pupils with the same conditions require the same treatment;
  - 23.2.3 frequently sending pupils with medical conditions home or preventing them from taking part in normal Academy activities, unless this is provided for in their IHCP / EHC Plan or by their medical advisors;
  - 23.2.4 sending unwell pupils unaccompanied to the Academy office or medical room;
  - 23.2.5 penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
  - 23.2.6 preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
  - 23.2.7 requiring Parents, or otherwise making them feel obliged, to attend the Academy to administer medication or otherwise provide medical support to a relevant pupil during the Academy day;
  - 23.2.8 preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of Academy life.

## 24 Complaints

- 24.1 If Parents or pupils are dissatisfied with the medical support provided at the Academy they should raise these concerns in the first instance with the PA to the Head Master.
- 24.2 If the PA to the Head Master cannot resolve the issue then a formal complaint can be raised via the Academy's complaint's procedure.

## 25 Training

- 25.1 The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 25.2 The level and frequency of training depends on role of the individual member of staff.
- 25.3 The Academy maintains written records of all staff training.
- 25.4 All staff will be informed of what to do in an emergency, which will include reference to who the designated first aiders / appointed persons are and the identity of those who are trained to administer emergency medication, such as AAls.
- 25.5 Relevant members of staff will receive appropriate training and support from the School Nurse and / or a qualified health professional, including training on the side effects of medication and what to do if they occur.
- 25.6 If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be provided to appropriate staff by the Academy nurse and / or a qualified health professional, where appropriate. The Academy nurse and / or qualified health professional will lead on identifying and agreeing with the Academy, on an ongoing basis, the type and level of training required. The Academy nurse and / or a qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in Appendix 10.
- 25.7 The Academy engages the following health professionals to train and assist Academy staff in dealing with medical conditions and administering medicine:
- 25.7.1 [• insert details e.g. the School Nurse].
- 25.8 Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

## 26 Risk assessment

- 26.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 26.2 The format of risk assessment may vary and may be included as part of the Academy's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the Academy's approach to promoting pupil welfare will be systematic and pupil focused.
- 26.3 The Head Master has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 26.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the SENCO, the Office Manager and the Assistant Bursar who has been properly trained in, and tasked with, carrying out the particular assessment.
- 26.5 Where the medical condition could give rise to potential safeguarding concerns, the Academy's Safeguarding and Child Protection Policy and procedures will be followed

Administration of Medicines and Supporting Pupils with Medical Conditions Policy as appropriate. Staff are particularly reminded to be alert to indicators of sexual violence and female genital mutilation where in each case there are specific reporting procedures under the Academy's Safeguarding and Child Protection Policy and procedures.

## 27 **Record keeping**

- 27.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 27.2 Staff administering medicines and / or treatment will complete and sign the records at Appendix 8 and / or Appendix 9 each time a medicine is administered.
- 27.3 Written records of all medication administered to every pupil are retained by the School Office and relevant records can be provided, subject always to the law on data protection, to Parents on request. These records are regularly reviewed by the Assistant Bursar.
- 27.4 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

## 28 **Version control**

Date of adoption of this policy	December 2012
Date of last review of this policy	July 2022
Date for next review of this policy	July 2023

**Appendix 1 Guidance and protocols for specific medical conditions**

a) Anaphylaxis

Source: <http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx>

b) Asthma

Source: <http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx>

c) Diabetes

Source: <http://www.nhs.uk/Conditions/Diabetes/Pages/Diabetes.aspx>

d) Epilepsy etc

Source: <http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx>

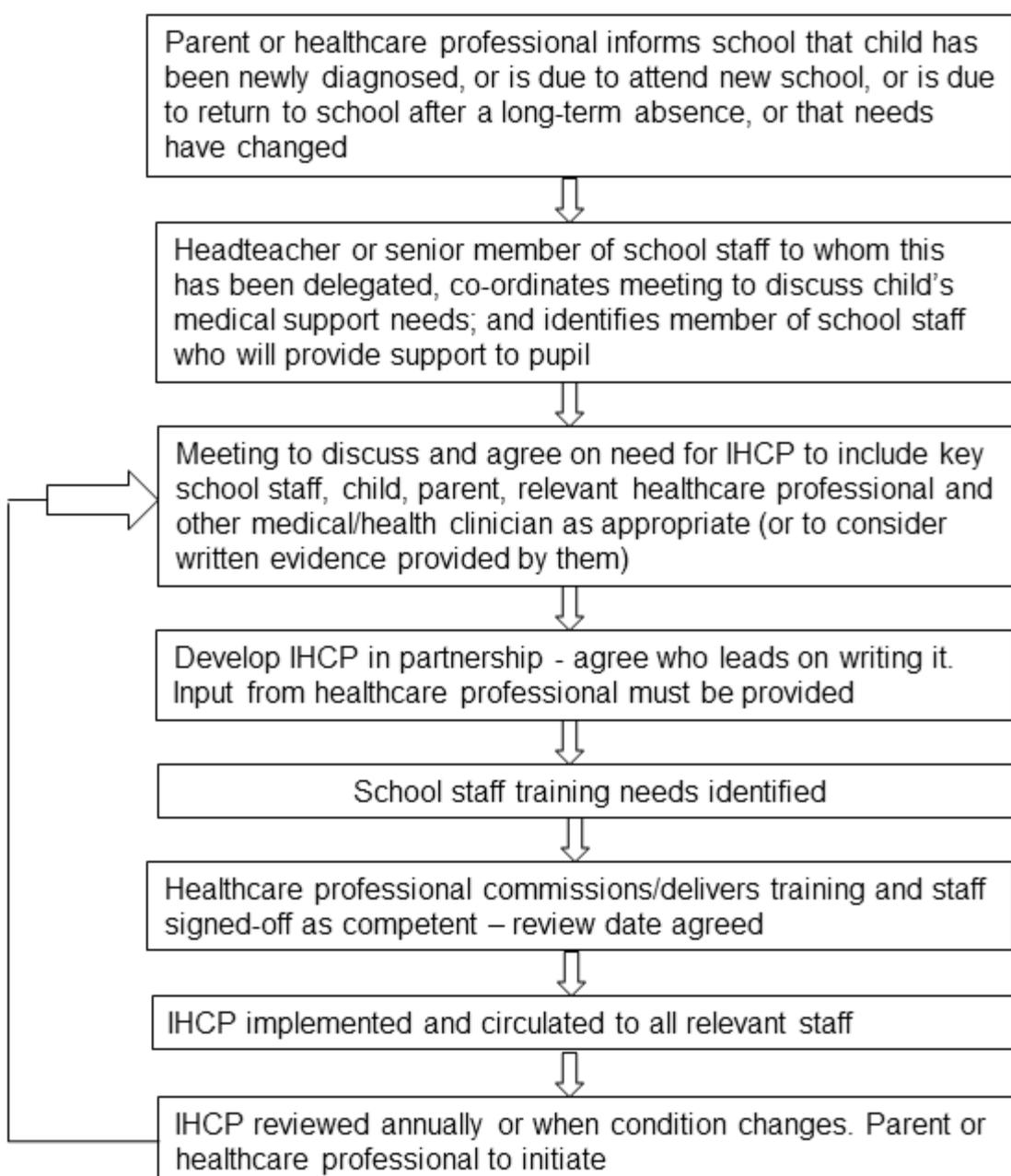
## **Appendix 2 Contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- your telephone number
- your name
- your location as follows [• Academy address]
- state what the postcode is - (please note that postcodes for satellite navigation systems may differ from the postal code)
- provide the exact location of the pupil
- provide the name of the pupil and a brief description of their symptoms
- inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- put a completed copy of this form by the phone.

### Appendix 3 Model process for developing individual healthcare plans



**Appendix 4 Individual healthcare plan (IHCP)**

Name of Academy	
Name of pupil	
Group / class / form	
Date of birth	
Pupil's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family contact information</b>	
Name	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
Relationship to pupil	
Name	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
<b>Clinic / hospital contact</b>	
Name	
Telephone number	
<b>GP</b>	
Name	
Telephone number	

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Who is responsible for providing support in Academy	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with / without supervision
Daily care requirements
Specific support for the pupil's educational, social and emotional needs
Arrangements for Academy visits / trips etc
Other information
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency (state if different for off-site activities)
Plan developed with
Staff training needed / undertaken – who, what, when

Form copied to:

Name	
------	--

## **Appendix 5 Template letter inviting Parents to contribute to individual healthcare plan development**

Dear Parent

### **Developing an individual healthcare plan for [• name of pupil]**

Thank you for informing us of [• name]'s medical condition. I enclose a copy of the Academy's policy for supporting pupils at the Academy with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan (**IHCP**) to be prepared, setting out what support the pupil needs and how this will be provided. IHCPs are developed in partnership between the Academy, Parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHCPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHCP has been scheduled for [• 00 month year]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [• the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached IHCP template and return it, together with any relevant evidence, for consideration at the meeting. I [• or another member of staff involved in plan development or pupil support] would be happy for you contact me [• or them] by email or to speak by phone if this would be helpful.

Yours sincerely

**Name**  
**Position**  
**Academy**

**Appendix 6 Parental agreement for Academy to administer specific medicine**

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that the staff can administer medicine.

Name of pupil		
Date of birth		
Group / class / form		
<b>Medicine</b>		
Name / type of medicine (as described on the container)		
Dosage and method		
Frequency		
Special precautions / other instructions		
Are there any side effects that the Academy needs to know about?		
Self-administration	Yes	No
Procedures to take in an emergency		
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>		
<b>Contact details</b>		
Name		
Daytime telephone number		
Relationship to pupil		
Address		
I understand that I must deliver the medicine personally to	[• agreed member of staff]	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy staff administering medicine in accordance with the Academy policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

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	<b>First signatory</b>	<b>Second signatory</b>
<b>Signature</b>		
<b>Title</b> (e.g. Mr, Mrs, Ms)		
<b>Name in full</b> (please include all names)		
<b>Relationship to child</b>		
<b>Date</b>		

## Appendix 7 Medical consent

**First aid:** I / We consent to appropriately trained and qualified members of the Academy staff to administer first aid to my / our child where appropriate.

**Medical treatment:** I / We hereby give my consent for the Academy to act on my / our as necessary for my child's welfare if he requires a medical examination, medical testing or minor medical treatment such as attendance at a local GP, doctor or optician.

**Emergency medical treatment:** I / We give my / our consent for the Head Master to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I / we cannot be contacted in time.

**The administration of medicines:** I / We hereby give my consent for appropriately qualified members of the Academy staff to administer prescription medication as listed in the medication section of the medication and treatment section of the medical information form or as subsequently notified to the Academy and / or non-prescription medication such as paracetamol, ibuprofen, simple cough linctus, indigestion remedies and other over-the-counter remedies under protocols from the Academy doctor for treating minor ailments.

If there is any medication or remedies you would prefer your child not to receive please indicate these in the box below.

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	First signatory	Second signatory
<b>Signature</b>		
<b>Title</b> (e.g. Mr, Mrs, Ms)		
<b>Name in full</b> (please include all names)		
<b>Relationship to child</b>		
<b>Date</b>		

**Appendix 8 Record of medicine administered to an individual child**

Name of Academy	
Name of pupil	
Date medicine provided by Parent	
Group / class / form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature	
Parent signature	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

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Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	

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Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	
Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	



**Appendix 10 Staff training record: administration of medicines**

Name of Academy	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [• name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated in [• [• number] [[• weeks] / [• months' time]].

Trainer's signature	
Date	

**I confirm that I have received the training detailed above.**

Staff signature	
Date	

Suggested review date	
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