



RIDGEWOOD
SCHOOL

Managing Medicines and Supporting Students with Medical Conditions in the School Policy and Protocols

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Contents

Introduction 3

Purpose and Scope..... 3

Action plan 3

Individual Healthcare Plans..... 4

Accepting Medicines into the School..... 4

Storage of Medicines 5

Administering Medicines 5

Prescription and non-prescription medication 5

Self-Medication 5

Inhalers 6

Epi Pens..... 6

Qualifications and Training 6

Insurance..... 7

Out of Hours and Trips/Visits..... 7

Re-assessment of ‘managing medicines and supporting students with medical conditions’ provision:7

Introduction

This policy outlines Ridgewood School's responsibility to manage the receipt, storage and administering of medicines to students during the hours of the school day, and outlines the procedures and protocols in place to meet that responsibility.

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting students at the School with medical conditions.

Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from School on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the School site. This duty could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with accurate information.

Responsibility for health and safety in schools, including the administration of medicines, lies with the employer and in the case of Ridgewood School this is the AGB (Academy Governing Body) and the Trust.

This policy will be reviewed regularly and will be readily accessible to all parents/carers and staff through our School website.

This policy should be read in conjunction with the School 'First Aid Policy and Procedures'

Purpose and Scope

- To ensure that all students with medical conditions can access and enjoy the same opportunities at the school as any other student, and to ensure that they are able to play a full and active role in school life, remain healthy, and fulfil their academic potential.
- To ensure an effective management system for the administration of medicines to all students in our care, in order to ensure that the school provides effective support to individual students with medical needs.
- To ensure that policies and protocols comply with new guidance issued under the Children's and Families Act 2014.

Action plan

In discharging its duty of care the AGB delegates to the Headteacher the operational responsibility for ensuring that procedures are carried out to comply with legal requirements.

This will include ensuring that:

- There are clear and risk assessed routines by which medicines are accepted into school
- There are clear and risk assessed routines for the storage and dispensing of medicines
- There are sufficient numbers of staff suitably trained in order to assist students with medical conditions, and to support students medical needs at all times whilst they are under the care of the School, including making contingency plans for staff absence and emergency situations

- Information regarding an individual student's medical condition is shared with appropriate staff (including supply staff where appropriate) on a need to know basis
- Any specific and individual risk assessments take into account the additional risks posed to individual students as a result of their medical conditions
- An Individual Healthcare Plan (IHCP) is generated and monitored for all relevant students.
- That ongoing communication with parents is promoted in order to ensure that the specific medical needs of all our students can be known and met.

Individual Healthcare Plans

- Where a student has long term or complex medical condition or health needs the School will, where appropriate produce an IHCP for that student. (appendix 1: IHCP Template)
- The IHCP will be produced following consultation with parents/carers, the student, the School nursing team or specialist nurse and / or any other relevant healthcare professional.
- Where appropriate the IHCP will be linked with a student's statement of Special Educational Need (SEN) and / or their Education Health and Care Plan (EHCP) or Personal Emergency Evacuation plan (PEEP)
- If a student has in school support for their SEN (code K), this will be mentioned in their IHCP where relevant.
- The IHCP will be approved by parents prior to its implementation to ensure that all information recorded is accurate
- Once the IHCP is approved the Healthcare Assistant (Miss Briggs) will be responsible for its maintenance and implementation
- The IHCP will be reviewed at least annually or more frequently if the needs of the student change.
- Students with a diagnosis of asthma, diabetes or anaphylaxis will hold an IHCP, which details the storage and administration routines for their individual medication, including their inhaler, diabetes pump / insulin medication, or their epi pen.

Accepting Medicines into the School

- Medicines (prescribed) must be handed into the School First Aid Office upon the student's arrival or by the parent/carer.
- Medicines must be taken to the First Aid Office by 8.40am and collected again at 3.00pm/ or left with the First Aid Officer – this is prescribed medication only
- Medicines must be in their original packaging, in date, with written dosage instructions and timings. Only prescribed medications will be administered by the school.
- Students who have been prescribed a controlled drug may legally have medication in their possession until they hand it over to School First Aid Staff, if they are competent to do so. If this medication is given or passed on to any other student, it is classed as an offence.
- A record of all medicines brought into the School and taken by a child will be recorded on the first aid database
- Students under the age of 16 are not allowed to carry medication with them around the site. The exception to this rule is if a parent has pre-arranged with healthcare staff for a student to carry his/her medication for a specific medical reason. This includes medications for Asthma, Diabetes or an Epi-pen.
- Parents are fully responsible for updating the School about any change of medication (type/frequency/dosage).

Storage of Medicines

- All medication that students may need during the school day will be kept in one of two locked cabinets within the First Aid Office and will only be accessed and administered under the supervision of a trained member of the healthcare/first aid staff.
- Controlled drugs will be kept in a locked medication safe, and only named staff will be allocated use of the keys to this cabinet.
- A record of all medicines brought into the school and taken by a child will be recorded on the first aid database.
- The first aid room is solely used for medical purposes, and contains two locked medicine cabinets, a fridge and a sink. It is near to a W.C.
- Parents should collect all medicines belonging to their child at the end of each term, and should be aware that any date expired medication will be disposed of appropriately.

Administering Medicines

- Medication will only be administered following the instructions on the original bottle/box.
- If a child forgets to take their medication before coming to the School, a double dose will not be administered later in the day.
- A record of all medicines brought into the school and taken by a child will be recorded on the first aid database.
- If a child is on regular prescribed medication, a medical consent form (Appendix 3: Medical Consent Form) will be sent out at the beginning of each term so parents can confirm the dosage and frequency of any medication required, along with any special instructions.
- Failure to return a medical consent form will mean that the school will be **unable to allow that child to continue to take any medicine during school hours.**
- If staff have any doubts as to the procedure to be followed, contact will be made with parents/carers before any medicines are administered.

Prescription and non-prescription medication

- Staff will not administer any medicines that have not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.
- No student will be administered medicines containing aspirin, unless it has been prescribed for that particular student by a doctor.
- Staff will not administer non-prescription medications.

The school will keep a register and visual reminder of students who have a diagnosis of asthma, those with diabetes, epilepsy or other life impacting conditions.

Self-Medication

- The school recognises that some students should be allowed to carry their own medicines (such as inhalers, diabetes pumps, and epi pens)
- The school supports a students need to self-medicate in these circumstances, provided that they are sufficiently competent to do so, and where there is full written permission in place as part of an IHCP

- Students will be made aware that any such medication is for their own personal use, and that to pass medication on to other students is an offence, and a breach of school rules.

Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. Schools which choose to keep an emergency inhaler should establish a policy or protocol for the use of the emergency inhaler based on this guidance.

Ridgewood school keeps emergency inhaler, which will only be used in the below circumstance:

The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication

Epi Pens

The school recognises that those students who have a diagnosis of anaphylaxis and with a prescribed 'Epi Pen' will need to carry this medication with them around the school site, and may self-medicate when required to do so.

The school will ensure that additional Epi Pens (in date, prescribed to that child and supplied by parents) are stored securely on site for the individual child to access on demand.

The school will ensure that a proportion of its workforce are trained in recognising the symptoms of anaphylactic shock and the administering of an Epi Pen, and will ensure that routines are followed to ensure the calling of an ambulance, and the safe disposal of the Epi Pen in a sharps box after use.

The school will ensure that all staff are alerted of the names and a photograph of each child who may require the administering of an Epi Pen.

The school will ensure that all trips and visits include appropriately trained and qualified staff, including those able to administer an Epi Pen.

An 'emergency grab bag' will be kept in student services and taken to the evacuation area in emergency situations (including fire drills) by the first aid lead.

Qualifications and Training

- The School will ensure that there are members of staff who are appropriately trained to manage medicines as part of their duties.
- The Healthcare Assistant is responsible for the administration of medicine and the arrangements for students with medical conditions within the school. She will delegate duties as appropriate to the Healthcare/First Aid Team and other members of staff who have received appropriate training

- The Healthcare Assistant will ensure that staff do not give prescription medicines or undertake health care procedures without appropriate training. A first aid certificate does not constitute appropriate training for supporting students in managing medical conditions
- Relevant members of staff will receive appropriate training and support from the school Healthcare Assistant and / or a qualified health professional, including training on the side effects of medication, and what to do if these occur. If the administration of medication involves specialist technical or tailored training, this will be provided by a healthcare professional.
- All staff will be made aware of this policy, and their role in supporting students with medical conditions. New employees will be made aware of the same as part of their induction process.

Insurance

- The AGB will ensure that there is adequate insurance in place that reflects the level of risk at the School. Currently provided through RPA.
- All staff administering medicines are covered by the School's liability insurance.
- Staff administering any medicines will be recorded on the first aid database.
- Written records of medicines administered to students are retained by the school for a period of time subject to the laws on data protection.

Out of Hours and Trips/Visits

The four fully trained first aiders cover the hours of 8.00am till 16.00pm. Outside these hours, all staff running after school sessions, Saturday or holiday revision classes must ensure that one member of staff is emergency first aid trained. Procedures as shown in the Schools 'First Aid Policy and Procedures': Out of Hours Procedures should be followed.

For all trips and visits, there is at least one emergency trained first aider. Prior to the departure of any trip there will be close liaison and planning with the parent and trip leader in connection with any child requiring specific medical support, or who has a IHCP. This planning and preparation may include the need for specific training, delivered by the school nursing team or healthcare professionals where appropriate.

Re-assessment of 'managing medicines and supporting students with medical conditions' provision:

As part of the school's monitoring and evaluation procedures:

- The Headteacher shall review the school's provision following any changes to staff, building/site, activities, off-site facilities, etc.



RIDGEWOOD SCHOOL

CARE PLAN

Name

Date of Birth

NHS Number

School

Class

G.P

Practice

Paediatrician.....Hospital.....

Nurse.....

Allergies.....

What is your child's condition?	
Describe any signs and symptoms your child has.	
<p>Has your child been admitted to hospital in connection with his/her condition?</p> <p>If so when.</p> <p>Things for school to consider?</p>	
<p>What medication / treatment is prescribed for your child?</p> <p>Where will it be stored?</p> <p>All medication must be stored in its original packaging with prescription label and in line with storage instructions e.g. out of direct sunlight.</p>	<p>Name.....</p> <p>Dose.....</p> <p>Name.....</p> <p>Dose.....</p>
<p>If staff are concerned aboutcondition please ring mum on.....or 999 for an ambulance/ emergency support if needed</p>	

It is the schools responsibility to identify named staff to respond to medical emergencies	
Staff should have an awareness of the management of medical conditions an receive annual updates in line with Schools Medicine Management Policy	
Has training been identified / Given / N/A	
Medicines should be stored in line with Schools Medicines Management Policy (safely and readily available). Consideration should be given as to if the child/young person is able to carry his/her own medication.	
School Representative Name..... Signature.....	
Date:	
It is the parents' responsibility to ensure that prescribed medication is available in school and that it is in date	
If a child is admitted to hospital or their medication altered it is the parent/carers responsibility to inform school.	
CONSENT I consent to the information in this care plan being shared with other persons involved in the car of my child. I also understand that the care plan will be reviewed at least on a yearly basis.	
Name Parent/Guardian..... Emergency Contact Numbers.....	
Health Representative Name..... Signature.....	
Date:	Review Date:

Care plans may vary in content and design if provided by medical professionals