



HBH Academy Trust

Administration of Medicines Policy

January 2015

HBH Academy is committed to ensuring that all children with medical conditions receive appropriate care and support in school. This policy follows the procedures in line with the Department for Education's guidance 'Supporting students at school with medical conditions' (September 2014)

Key Roles and Responsibilities

The Governing Body is responsible for

- The overall implementation of the policy
- Ensuring that the policy does not discriminate on any grounds including, but not limited to: ethnicity / national origin, culture, religion, gender or disability.
- Handling complaints as outlined in the HBH Academy Complaints Policy
- Ensuring that all students with medical conditions are able to participate fully in all aspects of life.
- Ensuring that the relevant training is delivered to staff members who take responsibility to support children with medical conditions
- Ensuring that the level of insurance is in place which reflects the level of risk.

The Headteacher is responsible for:

- The implementation and management of the procedures as outlined in this policy
- Ensuring that all staff are aware of this policy
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Health Care Plans in normal, contingency and emergency situations
- If necessary, facilitating the recruitment of staff
- Ensuring that the correct level of insurance is in place for staff who support students in line with this policy.
- Ensuring that all risk assessments are in place when appropriate and that staffing is adequate to meet the needs of the child.

The Assistant Principal for Inclusion is responsible for:

- Liaising with health care professionals regarding the training required for staff.
- Making relevant staff aware of a child's medical conditions.
- Developing Individual Health Care Plans
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Health Care Plans in normal, contingency and emergency situations
- Contacting the school nursing service in the case of any child who has a medical condition.
- Updating medical information on SIMs

- To assess any risks involved in supporting the medical conditions of individual child and complete a risk assessment if it is deemed appropriate (to be shared with staff and parents) eg. Personal care

Staff Members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Administering medication, if they have agreed to undertake that responsibility
- Undertake training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Only trained members of staff will be responsible for administering epipen injections.
- Checking individual children's medical needs and medication requirements on a day to day basis as well as forward planning for educational visits. All medical conditions to be highlighted on class risk assessments.

Parents and Carers are responsible for

- Keeping the school informed of any changes to their child's health
- Completing a parental agreement form for the school to administer medication
- Providing the school with the medication and keeping it up to date.
- Collecting any left- over medicine at the end of the course / year.
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan for their child in collaboration with the relevant staff.

Training of staff

- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
 - First Aid training

If appropriate:

- Epipen Training
 - Bucal Rescue medication
 - Epilepsy
 - Sickle Cell
- All staff will receive training on the implementation of this policy.

- No staff member will administer prescription medicines without the authorisation of the Head teacher / Senior Leader.
- The Office Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The role of the child

- If appropriate children will be encouraged to start to take responsibility for managing their own medicines and procedures.
- If pupils refuse to take medication or to carry out a necessary procedure parents will be informed so that alternative options can be explored.
- If a parent gives their consent on the medicine form pupils will be encouraged to take their own medication under the supervision of a member of staff.

Individual Health Care Plan

- Where necessary an Individual Health Care Plan will be developed with and other professionals if needed.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Staff will be informed of the information on the care plan.
- Medical information will be shared with staff / supply staff via the class confidential file.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and Education Provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible prior to staff member administering medication the parent / carers of the child must complete and sign a parental agreement form (Appendix 1)
- No child will be given any prescription or non-prescription medicines without written parental consent.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or a pump) with dosage instructions.
- Medicines which do not meet this criteria will not be administered.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored in the Labelled First Aid cabinets / cupboards.

- It is the parents' responsibility to collect any medication left over at the end of the course. If medication is not collected it will be disposed of at the local pharmacy.
- Written records will be kept of any medication administered to children. These records should be signed by the person administering the medication and if appropriate a witness.
- HBH Academy cannot be held responsible for side effects that occur when medication is taken correctly.

Inhalers

- Parent/carers must complete and sign a parental agreement form for an inhaler to be used in school.
- All staff will be made aware of the need for an inhaler.
- Inhalers should be kept in class where they can be accessed easily.
- It is the Teachers responsibility to ensure that all inhalers are taken on educational visits.
- Written records will be kept when an inhaler is administered.
- Parent/carers of children with a prescribed inhaler will be asked to give permission for an emergency inhaler to be administered in the case of an emergency. Procedures for this are outlined in the Emergency Inhaler policy following the October 2014 government guidelines.
- It is the responsibility of the parents to ensure that the inhalers are in date. They must be collected at the end of the school year and returned at the beginning of the next academic year. New paperwork must be completed.

Emergencies

- Medical emergencies will be dealt with the school's emergency procedures
 - Initial assessment by a qualified First Aider
 - 999 - ambulance or paramedic called
- Where an IHCP is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
- If a pupil needs to be taken to hospital a member of staff will remain with the child until their parent / carers arrive
- Staff will NOT take children to the hospital in their own car under any circumstance.

Avoiding unacceptable practice (taken from the statutory guidance "Supporting pupils at school with medical conditions" - September 2014)

HBH Academy Trust considers the following behaviour generally not acceptable practice to:

- Assuming that pupils with the same condition need the same treatment
- Prevent children from easy accessing their inhalers and medication and administering their medication when and where necessary.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch unless this is specified in their IHCP.
- If the child becomes ill sending them to the school office unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition eg. Hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need 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 child including with toileting issues. No parent should have to give up working because the school is failing to meet their child's medical needs
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life including life eg. By requiring parents to accompany the child.

Insurance

- Staff who undertake responsibilities within this policy are covered by the Trust's Public and Products Liability Insurance and the Employer's Liability Insurance.

Complaints

- The details of how to make a complaint can be found in the Complaints Policy