

# WEST PARK ACADEMY

## Medication in Schools Policy



**Reviewed: November 2023**

## **Aims**

To ensure:

- 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 Board of Trustees 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 with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is the Principal, Mrs Sam Hirst.**

## **West Park Academy's Legal Duties**

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](#).

This policy also complies with the Academies funding agreement and articles of association.

## **Procedures for managing prescription medicines that need to be taken during the school day**

- Parents will present the medication to the school office and a member of the office staff will ask the parents to complete a Medication Administration form
- All medicine must be prescribed by the doctor and the medication must have the child's name on it. Medicines should be provided in the original container and include the prescriber instructions for dosage and administration. The medication is kept in the school office which only has access by a key fob. Medicines that need to be stored in a fridge are kept in the staff room fridge which only has access to staff by a key fob
- A member of the office staff will contact the class to send the child to the office for medication to be administered to ensure children receive the correct dosage and monitor the time the medication needs to be administered. This will be recorded on the Medication Administration form
- Children who need inhalers: all inhalers are kept in the medical cabinets in the classrooms, when they are needed the child will administer these themselves under the guidance of a member of staff

- At the front of the medication file there is a list of expiry dates which is regularly checked by a member of the office staff
- Any medication that needs to be kept in class will be held in a secure cabinet
- EYFS staff are responsible for administering medication to the children in Nursery and Reception following the above guidelines but it must be presented to the office staff before it is sent down to class. Medicines that need to be stored in a fridge for Reception and Nursery will be kept in the Nursery kitchen fridge which only has access to staff by key fob

### **Controlled drugs**

- The supply, possession and administration of some medicines is controlled by the Misuse of Drugs Act. Some of these drugs may be prescribed as medicine for use by children e.g. methylphenidate hydrochloride, for the treatment of ADHD
- Any member of staff may administer a controlled drug to a child for whom it has been prescribed, following instructions on medical form completed by parent
- They will be kept in a locked, non-portable container, to which only the office staff will have access
- Records of administration of the medicine will be recorded by the office staff

### **Procedures for managing prescription medicines on school outings**

- A member of staff will contact the school office to find out if any medication is required for a school outing and they will be given instructions on how the medication needs to be administered following the above procedures
- On return to school the member of staff responsible for administering the medication will return the medication to the school office and notify them if medication has been administered

### **Roles and responsibilities**

**The Board of Trustees** has ultimate responsibility to make arrangements to support pupils with medical conditions. The Board of Trustees will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### **The Principal 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 (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **Identified staff managing the short term administration of medicines**

- Mrs Thorp and Miss Clark will ensure all medication procedures are correctly followed.

### **The Role of all Staff**

Teaching and other staff will be made aware that:

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines following instructions on medical form completed by parent and or care plan (IHP), 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.
- 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.

### **Parents**

Parents must:

- 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 IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

West Park Academy will not be responsible for administering non-prescription medicines.

### **Children**

- While in school children will not be allowed to carry or administer their own medication unless an agreement has been made between school and home.

### **Equal opportunities**

Our 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 that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

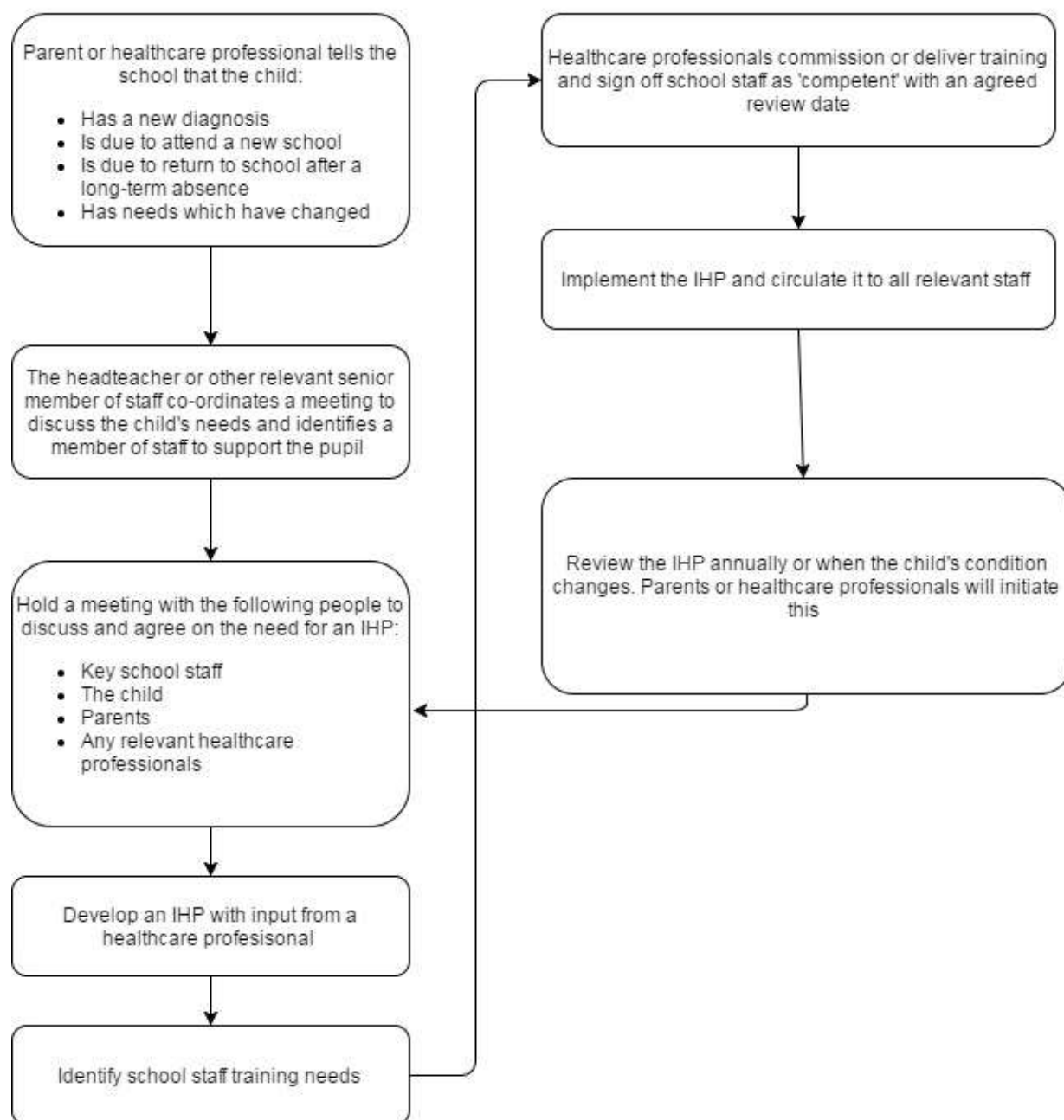
### **West Park Academy's policy on assisting pupils with long-term or complex medical needs**

- The school must have sufficient information about any long-term medical condition to enable us to provide adequate support and to ensure this does not affect teaching and learning for all children. Some medicines may affect learning, leading to poor concentration or difficulty in remembering. There could also be indirect repercussions - treatment side-effects, or general psychological implications of illness or disability on a child and their family which staff need to be aware of
- For any child coming into school with long-term medical needs an 'Individual Healthcare Plan' is completed by either the class teacher or Mrs Thorp where relevant with the child's parents and relevant health professionals.
- Individual Healthcare Plans are reviewed and updated annually by class teachers and Mrs Thorp or when the child's condition changes. Mrs Thorp monitors their completion and distributes copies to Lunchtime Staff.

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

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 IHP.

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.



### **An Individual Health Care Plan contains the following information**

- details of the child's condition
- special requirements e.g. pre-activity precautions
- side-effects of medicines
- what constitutes an emergency
- what action is taken in an emergency
- what not to do in the event of emergency
- whom to contact in an emergency
- the role staff can play.

### **Staff training in managing medicines safely and supporting identified individual children**

- All staff managing administration of medicines, and those who administer the medicine, will receive appropriate training and support from health professionals.

### **Emergency Inhalers**

- West Park Academy holds an Emergency Inhaler for those pupils registered with a care plan. It is the responsibility of parents/carers to provide the school with an in date inhaler.
- Records of administration of the emergency inhaler will be recorded by the office staff along with the expiry date

### **Emergency Epipen/Jext Auto-Injectors**

- West Park Academy holds an Emergency Epipen Adrenaline Auto-Injector and an Emergency Jext Adrenaline Auto-injector for those pupils registered with a care plan. It is the responsibility of parents/carers to provide the school with an in date Epipen/Jext auto-injector
- Records of administration of the emergency auto-injectors will be recorded by the office staff along with their expiry date

### **Record-keeping**

- Records are kept in the school office and updated each time medication is administered. This is managed by the office staff
- Records are kept for 3 years after leaving West Park Academy

### **Safe storage of medicines**

All medicines are stored in a locked cabinet or secure area

### **Indemnity Insurance**

Staff employed by West Park Academy are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment.

### **Monitoring arrangements**

This policy will be reviewed and approved by the Board of Trustees every two years.

### **Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy