



DRAFT

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY & PROCEDURE

2023 – 2025

Written by: Miss Kimberley Harris (SENDCO)
in conjunction with Lead First Aiders

Next Review Date: Jan 2025

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our schools 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 governing board at each Trust school 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 (IHCPs)

The named person with responsibility for implementing this policy is the SENDCO.

2. Legislation and statutory responsibilities

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 our funding agreement and articles of association.

3. School Medication Policy Statement

- Short term medical treatment/needs – The Winstanley School does not accept responsibility for administering medication such as antibiotics. In most cases it should be possible for parents to ask their doctors to arrange dose frequencies which enable the medication to be taken outside school hours.

However, such medicines should only be taken to school where it would be detrimental to a student's health if it were not administered during the day. They must be supplied in their original container, with prescribers' dosage instructions and written consent from a parent or carer.

- Pain Killers. Students sometimes ask for painkillers. The Winstanley school will not administer such medication, but will administer if prescribed by a Medical Practitioner or if authorisation is obtained in writing from a parent/carer prior to a Residential Visit.

- Long term medical treatment - It is important for the student's emotional and academic development that The Winstanley School should be as fully aware of a student's medical condition.

The school will draw up, where appropriate and in conjunction with the parent and other relevant health professionals, a written Individual Health Care Plan (IHCP) (*Appendix 1*).

- No students should be given any medication without written parental consent. Form A needs to be completed (*Appendix 2*). If medication is given then the member of staff should check:
 - 1) student's name (photograph of student is on Arbour)
 - 2) written instructions from parent/carer
 - 3) prescribed dose
 - 4) expiry date
 - 5) check information with a colleague and if in any doubt the member of staff should check with the parent.

Students should, when they are sufficiently mature, take charge of their medication themselves.

This will, however, require the written approval of their parents Form A (*Appendix 1*) and will be subject to the safety of the medication, should another student take some of the treatment. School staff and parents should, wherever possible, encourage students to take responsibility for their medical condition.

- Where a medication, including controlled medication, poses a threat to another student it will always be kept in the main school office in a locked and secure location.
- Staff should receive the appropriate training and support to meet the needs of students that will fall within their care.

Refusal

- If a child/young person refuses to take medicine, staff will not force them to do so. Other examples include spat out or mishandling of medication. Staff will record the incident on the [administration sheet \(Appendix 3\)](#).
 - The Winstanley School will take prompt action by informing the parent/carer and healthcare professional as soon as possible, as outlined in their Individual Health Care Plan (IHCP).
 - In the case of Epi-pens, guidance from the individual's parents/carers will be followed.
- Staff should endeavour to keep records of medication given to students. There is a potential difficulty when the student is responsible for their own treatment e.g. an inhaler held by the student.
- The school makes provision to meet the health and medical needs of students on school visits and residential education.
- Where a student is returning to school following a period of alternative medical educational provision, TWS will ensure that the student receives support to reintegrate. A meeting will be held between the student, parent/carer and any relevant health care professionals to ensure that appropriate support is in place.

3. Responsibilities

It is important that responsibilities for students' safety are clearly defined and that each person involved with students' medical needs is aware of what is expected of them. Close co-operation between The Winstanley School, parents, health professionals and other agencies will help provide a suitably supportive environment for students with medical needs.

Parents/Carer Responsibility

- A comprehensive information guide specifically relating to the students condition and medication must be recorded in an individual healthcare plan (IHCP) as supplied by the school or Medical Practitioner.
- Only reasonable quantities of medication should be supplied to the TWS (e.g. maximum 4 weeks at any one time)
- Where students travel via transport with an escort, Parents/Carer should ensure that the escort has a copy of written instructions relating to medication of the individual.
- Notification of changes in prescription drugs issued by GP must be directly given to TWS by Parent/carer.
- Parent/carer to collect and restock medication from TWS at the end and start of every term in a secure labelled container as originally dispensed.
- Ensure students carry their own emergency medication [inhalers, AAI] at all times

School Responsibility

- Non-emergency medication (e.g. antibiotics) will be kept in a known safe secure place and some drugs may require refrigeration. TWS will keep controlled medication securely stored in a non-portable container.

- Maintain and record dosage prescribed/administered.
- Identify if additional training needs are required for staff. Source and arrange training.
- Locate and record care plan for individual (IHCP) identifying supporting staff.
- If a medical emergency develops activate the relevant procedures and call 999

G.P/Consultant/Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Students name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e. refrigeration
- Expiry Date

Head Teacher Responsibilities

The Head Teacher accepts responsibility for members of the school staff administering or supervising pupils taking prescribed or non-prescribed medication during the school day.

The Head Teacher...

- should ensure that all relevant staff, including external providers, i.e. before/after school and activity clubs are aware of pupil's conditions.
- should ensure that sufficient professionally trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- staff administering medicine should be provided with a clear health care plan and support as required.
- should ensure there are adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication and adequate access, to and privacy for the use of medication.
- Controlled drugs – the controlled drug administration register is to be kept for two years from the date of the last entry in the register. If misuse of a controlled drug is suspected, all records should be checked by Senior Management and the Head Teacher, and reported to the Police/Local Intelligence Network (LIN). Guidance on this should be sought from healthcare professionals.

4. School Medication Management Procedure

When the school is informed of a student's medical condition the SENDCO will broker a meeting between the school, parents, relevant healthcare professionals, and other services as appropriate, in order to draft the IHCP. This responsibility may be delegated as appropriate.

Where a student has yet to be admitted to the school this must be before they start. For existing students this will be within 5 days of notification.

All training for staff required by an IHCP must be completed before the student is admitted to school. This includes notification of the student's medical condition to all relevant staff.

A signed copy of the IHCP must be returned to college by parents, medical professionals and other stakeholders before admission to confirm their agreement with its provision.

A copy of the IHCP will be added to the student's medical information on Arbor, and the paper copy kept with SENDCO.

5. Individual Health Care Plans

IHCPs will be created for all students who have a medical condition (*Appendix 1*)

IHCPs will be reviewed at least annually. Where the requirements of an IHCP change within the review period an earlier meeting will be called to make and agree alterations to the plan.

IHCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board; the headteacher; SENDCO and Head First Aiders will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

6. Staff Training and Support

Decisions about staff training will be made on an individual student case basis. The number of staff trained and the extent of training required will be agreed at the initial IHCP meeting between parent, health care professionals and school. The health care professional will take precedence in this decision and in that of the commissioning of training.

Training needs include training for all staff asked to give prescription medicines or undertake health care procedures. Selected school staff may administer controlled medication following the prescriber's instruction.

A First Aid certificate will not be deemed sufficient for this task.

A record of all staff training will be maintained and reviewed annually by the Governing Body.

Staff will be provided with specific, rather than generic, training in respect of each medical condition identified in the schools IHCPs and which they are expected to provide support.

In addition staff will be made aware about where to seek advice and support relevant to each student.

Whole staff awareness training regarding supporting students with medical conditions, will be provided on a three yearly basis. Usually this takes place on a Teacher Training Day.

All new staff joining the college in the intervening period will receive advice and training as part of their induction process.

7. Intimate Care

At TWS we ensure that the health, safety, independence and welfare of students is promoted and their dignity and privacy are respected. Students are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable.

Where intimate or personal care procedures are identified, these will be detailed in the Individual Health Care Plan for the specific student. Training for the specific needs of the student will be arranged through the Health

Professionals involved for the named members of staff who have agreed to undertake any intimate or personal care.

8. Non-prescription medicines

The Winstanley School will not give non-prescription medicines to students, even where parents give permission. **Only prescribed medication will be accepted.**

Non-prescription medicines should not be brought to school.

The only exception to this is one dose of painkillers which may be carried if they will be required at lunch time. Please note that due to the extreme danger of paracetamol in even minor overdose; no more than two paracetamol should be carried at any time. Parents are responsible for ensuring that their child does not abuse, pass on or otherwise misuse the medication.

For some conditions, such as Eczema, doctors may have recommended soothing ointments in the event of a 'flare up' of the student's condition.

9. Procedures for managing prescription medicines during the school day

Safe Storage of Medicines

Where medication requires refrigeration facilities will be provided by the school.

The Winstanley School procedure is: medicine is stored in the Reception Office in a Medical Box with each student's medicine clearly marked with the student's name and the dose to be taken:

- Tablets are kept in a named envelope/polythene bag in the medical box.
- Medicine, with a spoon of the correct size for the dose, is kept in a sealed polythene bag.
- Staff record that the dose has been taken completing the [administration sheet \(Appendix 3\)](#).

Staff inform parents that the medicine needs to be replenished or replaced, if parents forget to do this.

It is the responsibility of parents to ensure that new supplies are provided.

Administering Medicine to Students

Emergency Medication for Anaphylactic Shock

Anaphylaxis can be triggered by allergens such as insect stings, and certain drugs, but the most frequent cause is food. Students known to have an allergy to insect stings or food, will have an Individual Healthcare Plan (IHCP) and an Emergency Action Plan which must be completed by the prescribing Consultant/Doctor.

Staff will be trained to deliver medication via an 'Epi Pen' in an emergency, annually. First Aiders are first line staff to administer the injection via a pen. In the event of an emergency, other trained staff can also give the student the injection.

School staff will always ring 999 in these emergency situations.

Sometimes The Winstanley School will be instructed to give a dose of antihistamine medicine first, (such as 'Piriton') that is kept in school as detailed in the Individual Care Plan/Emergency Action Plan.

Such instructions given to The Winstanley School must include action to be taken if this dose does not reduce the symptoms within a very short time. Parents are informed by phone at once if the antihistamine medicine has been administered. If the symptoms do not reduce, an ambulance is called and an injection given.

Safeguarding

Students are educated about the dangers of anaphylaxis and how to keep themselves and their friends with allergies safe, as part of the Safeguarding Assembly.

Inhalers/AAls

Students requiring an inhaler/AAl, must keep it with them at all times. Parents are advised to provide the School with an additional inhaler/AAl which are kept in a Medical Box in the Reception Office.

Parent/Carers must ensure students carry their own, in date, emergency medication at all times. Inhalers/AAls must always be available during physical education, sports activities and educational visits.

A student should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their Action Plan is available to the school if required.

The campus environment endeavours to be asthma friendly, by removing as many potential triggers for students with asthma as possible i.e. cleaning products etc. This however, may not be possible in PE i.e. sprays used in changing rooms for personal hygiene. TWS does, however, discourage the use of sprays anywhere on campus.

The Winstanley School does now have an emergency inhaler and an emergency EpiPen. These must only be administered by fully trained and identified staff.

Injections

School staff will not give a student an injection. Students with Diabetes or with other medical conditions needing an injection are supported by the trained member of staff to do so. If the student is unable to, or refuses to give themselves an injection then parents are contacted. In the event of an emergency, an ambulance will be called.

Students with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Students with diabetes should bring an "emergency snack box" containing glucose tablets or a sugary drink/sweets to school. These can be kept in the Main Office. It is the parent/carer's responsibility to ensure that there is an emergency stock in school.

Tablets and Liquid Medicine

Students go to the office and ask staff for their prescribed medication at the prescribed time. They are given the tablet to take, and all medication administered will be fully recorded using the [administration sheet \(Appendix 3\)](#).

Procedure for managing prescription medicines on residential education visits

- Risk Assessments are completed before each school trip and outing. Risks for students with known medical conditions are considered, as well as any potential risk to others.
- Parents complete medical forms at least two weeks before the visit, and The Winstanley School enters into a dialogue with parents about the kind of medication, the circumstances in which it can be administered, the precise time the dose is given, and the exact dose.
- In advance of a residential trip staff make contact (either in writing or in person) with the parents of students with medical conditions. They ensure that they are as fully briefed as possible, that adequate quantities of medication are available, that the student's condition is stable; and emergency details are required should the student need to have additional support. This is recorded for the Group Leader.
- Medicine will be given to the student to take by the Group Leader, supported by another member of staff. The student will be supported to take medicine, or to inject themselves. School staff will record that medicine has been given using the form detailed in the [administration sheet \(Appendix 3\)](#).
- Group Leaders will ensure that staff keep the inhalers for students allocated to them 'when out in the field', or, for older, more responsible students, that they keep them with them during the day.
- Medicine is returned to the parent the day the student returns to school after the residential visit.

10. Return of Medication and or disposal (including Sharps Bins and Medication Errors)

Sharp items must be disposed of safely using a sharps bin. These are available on prescription for pupils who require regular medication of this type, e.g., Insulin. These should be returned to the pupil / parent as per 'sharps guidelines'.

Parents/carers are responsible for collecting remaining medication at the end of each day or term (as appropriate) and for re-stocking medication at the start of each term.

Parents will be contacted requesting collection. After two attempts the medication should be taken to a local pharmacist, for safe disposal. It is advised to keep a record of medication that is taken, and a signature is obtained from the receiving pharmacist.

11. Unacceptable Practice

- Staff should not prevent students from easily accessing their equipment and medication when necessary.
- Staff should not assume that all students with the same condition have the same treatment regime. Always refer to each student's IHCP.
- Staff should not ignore the views of parents, students or health care professionals (although this may be challenged)
- Staff should not send students with medical conditions home regularly or prevent them from taking part in activities unless as part of their IHCP.

- Staff should not send students with medical conditions to seek help alone if they become unwell.
- The school will not penalise students for absence if that absence arises from their medical condition.
- Staff will not prevent students from using the toilet, eating or drinking if that need arises as part of their medical condition.
- School will not require or insist that a parent come into school in order to administer medicine or provide medical support.
- School will not prevent a student from participating or create unnecessary barriers to a student participating in any aspect of school life, including trips e.g. by requiring parents to accompany the student.

11. Liability and Indemnity

Appropriate indemnity insurance is sought within campus insurance policies.

Complaints

In the event that a parent is unhappy about any aspect of the provision for the support of a student with medical conditions they should, in the first instance, contact Kimberley Harris, SENDCO.

Where the complaint remains unresolved, parents should follow the procedures as laid down in the school complaints policy which can be found on the website.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolutions have been exhausted.

In the case of academies, it will be relevant to consider whether The Winstanley School has breached the terms of its Funding Agreement (the contractual relationship between the academy and the Department for Education) or failed to comply with any other legal obligation placed on it.

Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Appendix 1

Individual Healthcare Plan Template



Student Name:	
Form:	
D.O.B:	
Address:	
Medical Condition:	
Date:	
Review Date:	
FAMILY CONTACT INFORMATION First Contact Name: Relationship to child: Telephone Number:	
FAMILY CONTACT INFORMATION Second Contact Name: Relationship to child: Telephone Number:	

Who is responsible for providing support in school?	
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:	
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: Copies given to:	

The Winstanley School
Administering of Medication Consent Form

The school will not dispense medicine, unless prescribed, and upon completion of this form, which must be signed. Medicines must be in the original container as dispensed by the pharmacy.

To: The Headteacher of The Winstanley School

From: Parent / Carer of:

Tutor Group:Student D.O.B:

The above student has been diagnosed as having

..... (name of condition)

They are considered fit for school but require the following prescribed medicine to be administered during school hours.

Name of medication (as described on the container):

.....

I allow / do not allow for my child to carry out self - administration (delete as appropriate)

Expiry date:

Dosage:

Time:

With effect from (...../...../.....) until advised otherwise.

I undertake to update the school with any changes in routine, use or dosage or emergency medication and to maintain an in date supply of the prescribed medication.

I understand that the school cannot undertake to monitor the use of self-administered medication of that carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the school and administered by staff with the exception of emergency medication which will be near the child at all times.

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

Signature of Parent / carer: _____ Date: _____

Printed name of Parent / carer: _____

Contact telephone numbers:

Mobile: _____

Home or Work: _____

Appendix 3

Medicine Admissions Sheet Template

DATE	STUDENT NAME	TIME	STAFF MEMBER WHO ADMINISTERED	MEDICATION	DOSAGE