



## **Medical Policy**

### **Policy for supporting students with medical conditions and administration and managing medicines**

Policy first adopted: June 2018

**To be reviewed annually**

Reviewed: May 2019

Reviewed: July 2020

Reviewed: June 2021

Reviewed: May 2022

Reviewed: January 2023

Reviewed: April 2024

Reviewed: September 2025

<b>Adopted date:</b>	
<b>Signature of Headteacher:</b>	<b>P Jones</b>
<b>Signature of Governing body:</b>	<b>C Dedman</b>
<b>Next review date</b>	<b>1 year</b>

# **FERNDOWN UPPER SCHOOL**

## **Policy for supporting students with medical conditions and managing medicines**

This policy has been structured based upon the most recent government advice “Supporting students at school with medical conditions” (DfE - December 2015), the “Guidance and Code of Practice - First Aid at Work” provided by Dorset County Council, guidance from local Health Services, professional teaching associations and Dorset County Council Health and Safety Team.

Ferndown Upper School adheres to the duty as stated in the Children and Families Act 2014 that students with medical conditions will have the same right of admission to our school as other students and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support students with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a student’s health rests with parents. It is anticipated that parents/carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at school.

Ferndown Upper School takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

### **Key Personnel**

The designated person with overall responsibility to implement this policy is:  
Jo Taylor, Deputy Headteacher

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The people responsible for developing Individual Healthcare Plans is:  
Mark Holdgate and Amy-Louise Clements

The Governor with specific responsibility to oversee the arrangements to support students at schools with medical conditions is:  
Andy Gilbert

## AIMS

The school is committed to assisting children and young people with long-term or complex medical conditions and working in partnership with their parents/carers.

Our aims are:

1. To ensure that students with short or long-term medical conditions, are properly supported so that they have full access to education, including off-site activities, residential visits and physical education.
2. To make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within school in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the students in our school are safe and are able to attend school regularly with their medical condition.
10. To support students with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To adhere to the statutory guidance contained in “Supporting students at school with medical conditions” (DfE – December 2015), and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011)<sup>1</sup> as set out and agreed with the school’s governing body.

## ROLES AND RESPONSIBILITIES

### The Governing Body will:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;

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<sup>1</sup> This document will be refreshed in 2022 to align guidance with more recent Statutory Guidance issued by DfE and DoH.

- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to students with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the schools ability to support their child's medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of students who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include students with medical conditions on off-site activities;
- ensure that parents/carers are aware of the school's complaints policy.

**The Headteacher will ensure the following:**

- that governors are informed about the implementation and effectiveness of this policy;
- that arrangements are made with staff supporting students with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of students;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at school;

- make arrangements through the designated teacher to manage the following:
  - prescription medicines in school;
  - prescription medicines on trips and outings, including school transport;
  - accurate record keeping when administering medicines;
  - the safe storage of medicines;
  - procedures for access to medicines during emergency situations;
  - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.

**The Designated Teacher will ensure the following:**

- staff work in partnership with parents/carers to ensure the well-being of children and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the school in writing, will be respected;

**Staff:**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Parents:**

Parents are asked to provide the school with sufficient and up-to-date information about their child's medical needs and medication using a standard form (DfE - Template B) so that arrangements to manage their short or long-term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is in date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;

- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions

It must be remembered that the prime responsibility for a child's health rests with parents/carers.

### **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

### **REASONABLE ADJUSTMENTS**

The school understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

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.

## **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.

See Appendix 1.

## **INDIVIDUAL HEALTHCARE PLANS**

Individual Healthcare Plans will be developed for students with medical conditions in accordance with the advice contained in “Supporting students at school with medical conditions” (DfE – December 2015). Individual Healthcare Plans will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Ferndown Upper School will use the recommended DfE Templates or develop their own versions in line with the advice provided by the DfE to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and students.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

Where students have been issued with an Education and Health Care (EHC) Plan by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC Plan.

## **STAFF TRAINING AND SUPPORT**

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Child Protection) if they become concerned about the welfare of an individual student. If child or young person is provided with an Individual Healthcare Plan, additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained (see DfE Template E: staff training record).

(Also see “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011); section 3.3 and 3.4 including Chart E.)

## **MANAGING MEDICINES ON SCHOOL PREMISES AND ON OFF-SITE ACTIVITIES**

We will ensure that:

- DCC guidance on First Aid is followed;
- records are maintained detailing an accurate history of the administering of medicines as far as possible – this will not include self-administering of over the counter medicines for older students for whom parents have requested permission using the appropriate Template;
- DfE Templates C and/or D (or an appropriate equivalent) will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents’ written request.
- No child or young person under 16 will be encouraged to administer a homeopathic or alternative remedy under the guidance given by the NHS – where a young person chooses this as an option, this should only be administered within the home before or after school.

Ferndown Upper School has three defibrillators that may be used in an emergency in accordance with the manufacturer’s instructions and in line with the DCC’s Guidance and Code of Practice on Automated External Defibrillators (AEDs). The AED’s are registered with The Circuit (the national defibrillator network) who are also connected with South West Ambulance Service. The School Nurse checks it monthly and officially registers that it is in working order every 90 days on their website.

## **MEDICAL DEVICES**

Some students may require a medical device to support their condition; where this is applicable the device should be checked regularly and ensure those running on power are fully charged in case of an emergency situation.

The storage of oxygen must be added to the school or setting’s fire risk assessment. The storage area should be marked on the fire plan and the school or setting should inform the fire service that they are storing oxygen on site.

## **STORAGE OF MEDICINES**

The school will adhere to the advice contained in “Guidance and Code of Practice - First Aid at Work” and local guidance provided by Dorset County Council’s Health & Safety Team and the local authority’s Physical and Medical Needs Service.



## **REFUSAL OR TOO UNWELL TO TAKE MEDICINES**

If a child refuses to take medicine as prescribed and as requested by parents, the records (DfE Template C or D or appropriate equivalent) must state 'REFUSED' clearly and the parents/carers informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

## **ADMINISTERING OF CONTROLLED DRUGS**

Controlled drugs are governed by the Misuse of Drugs Act 1971 and subsequent amendments. There are 5 schedules of controlled drugs, based on their benefit when used in medical treatment and their harm if misused, schedule 1 has the highest level of control and schedule 5 the lowest.

As with other medicines, controlled drugs should only be administered where it would be detrimental to the young person's health or attendance not to do so. Schedule 2 for example is Methylphenidate for ADHD, Schedule 3 Midazolam for epilepsy or schedule 4 Diazepam for epilepsy. These controlled drugs should not be self-administered.

## **SELF-MANAGEMENT OF MEDICINES**

In some cases it might be appropriate that students self-administer prescribed medicines, e.g., inhalers, epipens. The school will encourage those with long-term medical conditions to take responsibility for administering their own medication. This, in agreement with parents, will not be recorded, unless there is a safeguarding risk for the child and their self-administration. This will be agreed with parents and where appropriate recorded in the IHP.

Some students may carry 'over the counter medicines' (non-prescribed medicines) for their own use that are appropriate to carry. The school admission form allows parents to give permission for their child to carry and administer their own medication. We recommend that only one dose should be brought to school at any one time in order to reduce potential risk of medicines being abused. Students must not pass this medication onto any other student.

The school maintains a small supply of over the counter medicines and can issue these, with parental permission, if needed.

## **OFF-SITE ACTIVITIES/SCHOOL TRIPS**

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Headteacher (and Governors).

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long-term medical conditions before receiving approval to go ahead from the Headteacher/Governors.

## **EMERGENCY PROCEDURES**

Care is taken to ensure that all students are safe. The school has ten 'First Aid at Work' qualified first aiders, four 'Emergency First Aid at Work' qualified first aiders, and no Emergency First-Aid trained staff as all staff have completed the assessment. [See DCC's "Guidance and Code of Practice – First Aid at Work" for further information.]

Students with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the pastoral office.

Asthma can also be life threatening; Ferndown Upper School will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (September 2014).

Students who are 'at risk' due to their medical condition hold a *Grab Pack* (collated information to pass to a doctor or ambulance crew in an emergency) that will accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

## **BEST PRACTICE**

Ferndown Upper School will endeavour to eliminate unacceptable situations by promoting best practice in supporting students with medical conditions. In doing so we will:

- ensure that students have access to the medicine they need as arranged with parents;
- where necessary, manage each medical condition through an Individual Healthcare Plan;
- listen to the views of students and their parents and take advice from medical professionals in planning the support needed;
- ensure that students with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

## **LIABILITY AND INDEMNITY**

Ferndown Upper School is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support students with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administering of medicines accurately.

## **COMPLAINTS**

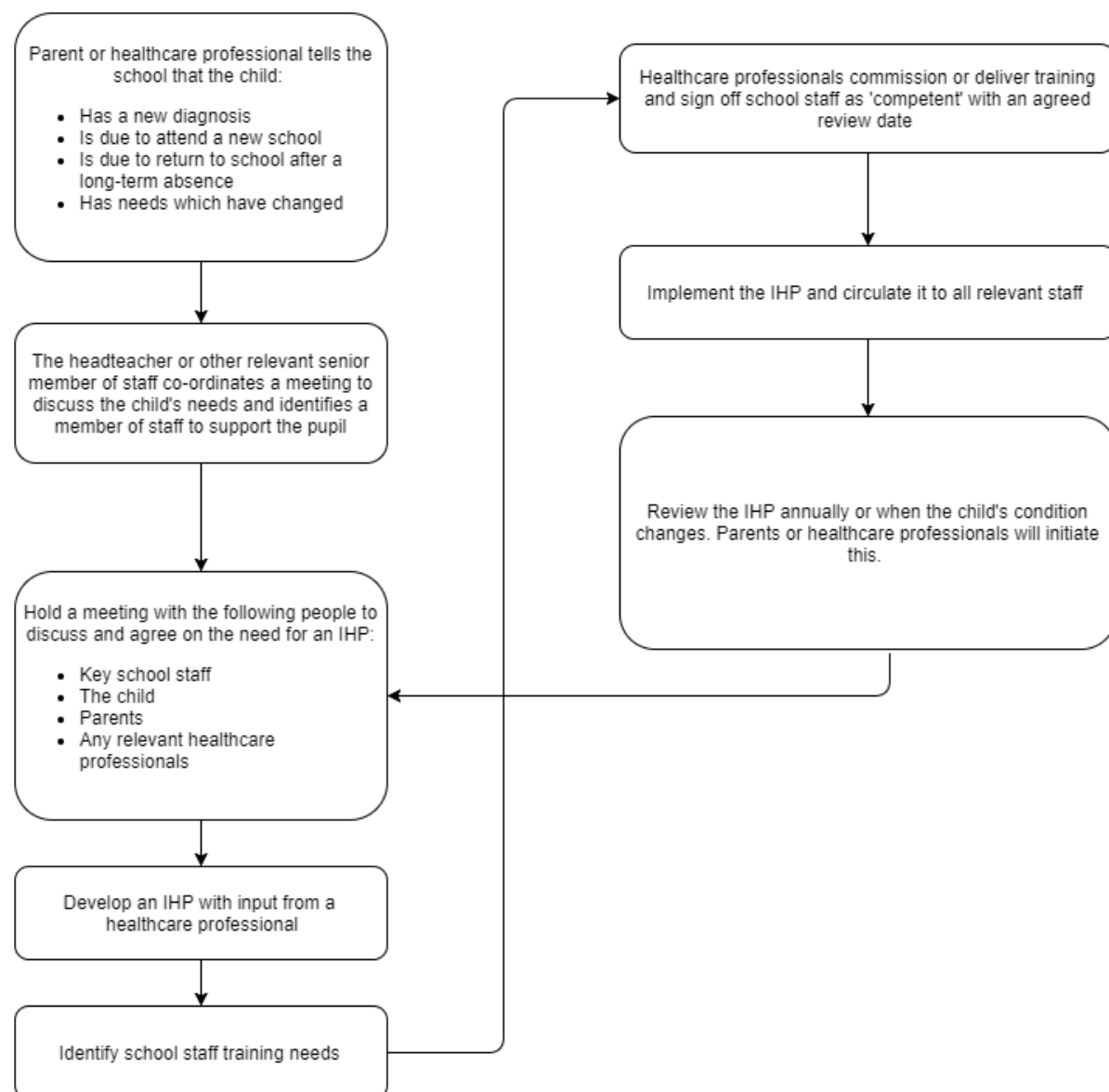
Ferndown Upper School holds a Complaints Policy details of which can be found on the school website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

## **EQUALITY STATEMENT**

Ferndown Upper School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a student's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Ferndown Upper School will ensure that reasonable adjustments enabling students to be included are appropriate and made in consultation with parents/carers.

## Appendix 1: Being notified a child has a medical condition



## Ferndown Upper School: parental agreement for setting to administer medicine

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

**NB: Medicines must be in the original container as dispensed by the pharmacy**  
**Contact Details**

Name

Daytime telephone no.

Relationship to child

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 school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Ferndown Upper School: record of medicine administered to an individual child

Name of school/setting	
Name of child	
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 \_\_\_\_\_

Signature of parent \_\_\_\_\_

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

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

## Ferndown Upper School: staff training record – administration of medicines

Name of school/setting	
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 [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

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

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## **Ferndown Upper School: contacting emergency services record**

**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.**

1. your telephone number 01202 871243
2. your name
3. your location as follows Ferndown Upper School – Cherry Grove
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code BH22 9EY
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone