



Medication of Pupils Policy

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Medication of Pupils Policy

Supporting Pupils with Medical Conditions

In this policy, the term “School” includes both the School site at Diddington Hall, and the College Site at Birmingham Road.

1 Our Aims

- 1.1 The School aims to support all pupils with medical conditions. Many of our pupils have underlying health issues which may not be medically diagnosed. However, the School will work with parent and carers, and may, with agreement, introduce an Individual Healthcare plan to support the pupil even without any underlying diagnosis. Examples may be where a pupil has bowel function issues or similar undiagnosed regular medical issues.
- 1.2 Other related policies include the Child Protection Policy, First Aid Policy, Health and Safety Policy.
- 1.3 The School will work with other health professionals and will seek advice, support, and information from them to ensure the best possible support for meeting the needs of pupils with medical conditions. This may include working with parents to make referrals where necessary. The School may seek input from:
 - The local health authority;
 - The school health service;
 - The school nurse;
 - The general practitioner;
 - The community paediatrician;
 - Children’s and Adolescent Mental Health Services;
 - Learning Disability Nurses; and/or
 - Other relevant health professionals.
- 1.4 This policy aims to ensure that:
 - 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.
- 1.5 The School will ensure, so far as possible, that:
 - Staff are suitably trained;

- Staff are aware of a pupil's medical condition where appropriate; and
- Develop and monitor individual healthcare plans.
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2. Legislation and statutory responsibilities

- 2.1 This policy meets the requirements under Section 100 of the Children and Families Act 2014 which places a duty on schools to make arrangements for supporting pupils with medical conditions.
- 2.2 The statutory guidance “supporting pupils at schools with medical conditions” does not apply to independent schools. However, The Island Project recognises the importance of this guidance and has adopted it as good practice.

3. Roles and responsibilities

- 3.1 The School will ensure that:
- Sufficient staff have received suitable training, including first aid training and specific training, where appropriate, around supporting specific pupils with specific medical conditions, eg, epilepsy;
 - All staff are aware of and understand this policy;
 - All pupils with medical conditions have an Independent Healthcare Plan (IHP) which will be developed in conjunction with staff at the School including the BA, School Nurse and Unit Head;
 - Appropriate insurance is in place; and
 - Systems are in place by sending out parent packs which includes a request for medical information to all parents on at least an annual basis.
- 3.2 Supporting pupils with medical conditions is not the sole responsibility of any 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 both prescription and non-prescription medicines.
- 3.3 Those staff who do take on the responsibility of supporting pupils with medical conditions will receive sufficient and appropriate training.
- 3.4 Parents will:
- Provide 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

- Carry out any action they have agreed as part of the implementation of the IHP, eg, provide medicines and equipment.

3.5 Wherever possible, pupils will be involved in discussions about their medical needs.

3.6 The School Nurse will be involved with the development, revision and implementation of IHP's, including identifying and giving any relevant training to staff members.

3.7 Pupil medication should be kept in a locked cupboard and must not be kept out unless, for example, the pupil requires the medication to be kept available (e.g. inhalers or epipen).

3.8 Before administering any medicine, staff must check:

- that the medicine belongs to the pupil
- that the dosage they are giving is correct
- that written permission has been given

All doses administered will be recorded in the medication book in the lockable cupboard at School; at College pupils will complete a self-administering form with their tutor.

3.9 Medicines needing refrigeration will be stored in an airtight container in the staff fridge. The medication book must also be completed.

4. Equal Opportunities

4.1 The School actively supports its pupils, whether they have a recognised medical condition or not, and will ensure that they participate in appropriate trips, community visits and activities

4.2 The EVC will ensure that when a child with an IHP takes part in a school trip, their IHP is included in the information supplied, along with relevant risk assessments.

5. Individual Healthcare Plans

5.1 The School Principal has overall responsibility for the development of IHP's for pupils with medical conditions.

5.2 Plans will be reviewed at least annually, or earlier if there is evidence that a pupil's needs have changed. This review may be as part of the annual review process.

5.3 Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;

- By whom; and
 - Criteria for crisis management.
- 5.4 IHP's will be linked to any EHC Plan once agreed.
- 5.5 The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.
- 5.6 The format of the IHP is annexed.
- 5.7 At the beginning of each academic year, parent packs are sent out which include any updates on medical conditions, medication etc, These also contain relevant forms for administering of medication, both prescription and non-prescription (for example pain relief or probiotics).
- 5.8 School will only accept prescribed medicines that are :
- In date;
 - Labelled;
 - Provided in the original container as dispensed by the pharmacist and which include the patient's name, and instructions for administration, dosage and storage.
- 5.9 School will only accept and administer non-prescribed medicines that are :
- Provided by the parent in original packaging as purchased;
 - Clearly outline administration and dosage;
 - Are licensed for over the counter purchase in the UK.

6. Pupils managing their own needs

- 6.1 Pupils who are competent to do so will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and will be reflected in their IHP's.
- 6.2 Pupils over the age of 18 will, where appropriate, be supported in the management of their own medications. This will be reflected in their IHP's and they will be encouraged to complete medication logs (see annexures) where appropriate.
- 6.3 Where pupils are unable to manage their own medication, they will be supported to do so by staff members as set out in their IHP's. Staff will not force a pupil to take a medicine or carry out a necessary procedure if the pupil refuses, but will follow the procedure agreed in the IHP and will inform parents so that an alternative option can be considered. This may include calling the parent to come in to collect their child.

7. Unacceptable practice

7.1 When pupils are ill School staff should use their discretion as to whether parents should be contacted. The School Principal has overall responsibility for the development of IHP's for pupils, but it is not acceptable to:

- Force pupils to take medication if they refuse to do so.
- Prevent pupils from easily accessing inhalers and medication and administering their medication when and where necessary;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents;
- Ignore medical evidence or opinion (although this may be challenged); or
- Prevent pupils from drinking, eating or accessing the toilet or other breaks when they need to;

8. Emergency Procedures

- 8.1 Staff will follow the School's normal emergency procedures (for example, calling 999).
- 8.2 Where pupils are known to be at risk of anaphylaxis or have been prescribed an adrenaline auto-injector (EpiPen) School, the School will purchase a spare EpiPen to be kept in School in accordance with the "Guidance on the use of adrenaline auto-injectors in Schools" issued by the Department of Health in October 2017.
- 8.3 EpiPens will only be used as set out in the above Guidance. Should any pupil require the use of an EpiPen, the school nurse will provide appropriate training on their use.
- 8.4 The School will keep emergency inhalers for use by pupils who have asthma. Up to 10 puffs may be administered at any one time for any pupil who is wheezing and appropriate medical advice will be obtained.
- 8.5 The Department of Health advises that even without a prescription, inhalers can be used for any pupil who may be in need of them.
- 8.6 The Guidance on the use of emergency salbutamol inhalers in schools issued by the Department of Health will be followed.

Annexure 1 – medical log

The Island Project College		
MEDICAL LOG - <u>pupils 16 years and over only</u>		
Date _____	Student Code _____	Tutor Initial _____
Did you seek medical advice?	Yes / No	
If you so, did you speak to a doctor or a pharmacist at the chemist?	Doctor / Pharmacist	
What was their name?	_____	
What was their address?	_____	
What is the name of the medicine you have taken?	_____	
How much medicine have you taken?	_____	
What time did you take the medicine?	_____	
What is the name of your parent or guardian that your tutor spoke to about your medication?	_____	
What time did your tutor call them?	_____	
Pupil Signature	_____	

Annexure 2 – individual healthcare plan

Individual Healthcare Plan – [pupil number]

Name of school/setting	The Island Project School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	School Staff – unit heads, BA's, Nurse
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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

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

Staff training needed/undertaken – who, what, when

Form copied to

Contacting emergency services

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
2. your name
3. your location as follows [114-116 Birmingham Road, Nether Whitacre, Coleshill, B46 2EP] [Diddington Hall, Diddington Lane, Meriden, CV7 7HQ]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
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 by the phone