Fiddlers Lane
Community Primary School
Big Dreams, Bright Futures

Managing Medicines Policy

Headteacher: Mrs. Forster

Date Implemented: January 2025

Date of Review: January 2027

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Managing Medicines in School Policy

Fiddlers Lane Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

1. Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
2. Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
3. Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body is responsible for:

1. Ensuring arrangements are in place to support pupils with medical conditions.
2. Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
3. Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
4. Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
5. Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
6. Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.

7. Ensuring written records are kept of, any and all, medicines administered to pupils.
8. Ensuring the policy sets out procedures in place for emergency situations.
9. Ensuring the level of insurance in place reflects the level of risk.
10. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
3) Liaising with healthcare professionals regarding the training required for staff.
4) Identifying staff who need to be aware of a child's medical condition.
5) Developing Individual Healthcare Plans (IHPs).
6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
9) Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
10) Ensuring confidentiality and data protection
11) Assigning appropriate accommodation for medical treatment/ care
12) Ensuring the upkeep of a defibrillator
13) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
2) Knowing where controlled drugs are stored and where the key is held.
3) Taking account of the needs of pupils with medical conditions in lessons.
4) Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
4) Liaising locally with lead clinicians on appropriate support. Assisting the Head teacher in identifying training needs and providers of training.

Parents and carers are responsible for:

1) Keeping the school informed about any new medical condition or changes to their child/children's health.
2) Participating in the development and regular reviews of their child's IHP.
3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

1. Providing information on how their medical condition affects them.
2. Contributing to their IHP
3. Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff

a) Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
b) The clinical lead for each training area/session will be named on each IHP.
c) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
d) School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

a) Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
b) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
c) Supply staff and support staff should similarly have access on a need to know basis.
d) For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

a) Where necessary (Headteacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
b) IHPs will be easily accessible to all relevant staff, including supply staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as class pack and staff drive is more appropriate. However, in the case of conditions with potential life threatening implications the information should be available clearly and accessible to everyone.
c) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
d) Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it after liaising with the SENDCo, who is Mrs Mansell.
e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Education Health Needs (EHN) referrals

a) All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

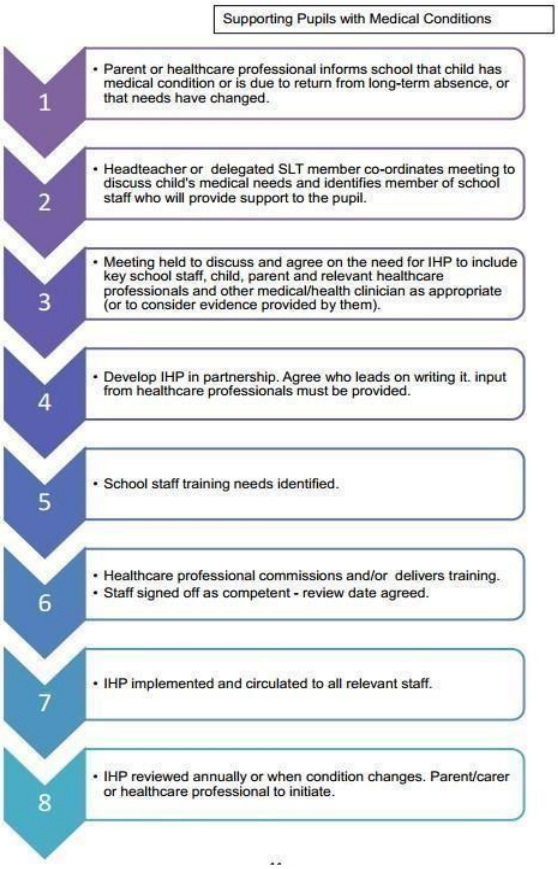
1. Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
5. 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 pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
6. A maximum of four weeks' supply of the medication may be provided to the school at one time.
7. A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
8. Medications will be stored in the School Office, where appropriate they will be stored in the medicine fridge.
9. Any medications left over at the end of the course will be returned to the child's parents directly, not via the child.
10. Written records will be kept of any medication administered to children.
11. Pupils will never be prevented from accessing their medication.
12. Emergency salbutamol inhaler kits may be kept voluntarily by school
13. Asthma bags are kept in each classroom with detailed information, these are clearly visible in a green bag
14. Fiddlers Lane Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
15. Only Office staff or the Headteacher or Deputy Headteacher will administer medicines unless 1:1 SNA and they will be trained in administrating medicines
16. Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.
17. Parents will be directed to the website where the medicines in school policy sits or given a hard copy on completion of the form

Emergencies

1. Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
2. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
3. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

1. Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
2. To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day today IHP requirements for the school day. Flow chart of support-



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Statutory guidance on supporting pupils with medical conditions

The Department for Education (DfE) has published statutory guidance on supporting pupils with medical conditions, which came into force on 1 September.

The summary on page 3 of the document explains that the document contains both statutory and non-statutory advice, with bold text used for the parts that are statutory.

Supporting pupils at school with medical conditions, GOV.UK – DfE (Adobe pdf file)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guida nce_on_supporting_pupils_at_school_with_medical_conditions.pdf

Medicine Consent Form

Parental Consent Form for Fiddlers Lane Primary School to Administer Medication.
Medicines must be in the original container as dispensed by the pharmacy. The School will not give your child medicine unless you complete and sign this form.