

# Benfield School

## Supporting Students and Young People with Medical Needs

### Policy Statement

Benfield School is an inclusive community that welcomes and supports learners with medical needs. This school works to provide all pupils with all medical conditions the same opportunities as others at school.

This policy is written to ensure learners who have medical needs, including medical technology needs are well supported and included by Benfield School with key partners including families and Health professionals. The policy has been ratified by the school governing body and meets the requirements set out in:

Supporting pupils at school with medical conditions (DFE, 2015)

What follows is a summary of our policy and practice. The full policy is available **below this summary document**.

### Policy Summary:

This school will welcome, support and include learners with long-term medical conditions, short-term medical needs and medical technical support.

This school will work with families, health partners and others to devise, implement and review health care plans for individual learners.

This school will safely store and administer medication where appropriate, in line with legal requirements.

This school ensures all staff understand their duty of care to students and young people with medical needs.

All staff feel confident in knowing what to do in an emergency.

All staff understand the common medical conditions e.g. asthma, epilepsy, diabetes, allergies that affect students at this school. Staff receive training on the impact medical conditions can have on pupils.

## Key staff and specific roles in Benfield School

Policy lead and contact for families	Amy Anderson
Storage and administration of medicines in school.	Amy Anderson
Staff trained to administer medicines in school	Victoria Armstrong, Amy Anderson, Jean Whitley, Julie Renwick, Dianna Pollitt, Debbie Craig
Learners with health care plans for enduring medical needs and / or medical technology needs.	Please refer to Medical Register
Learners who are unable to attend school because of medical needs.	N/A
First aid / emergency response	Julie Splevins (has access to full First-Aid trained staff list)
Staff training	Richard Carr / Amy Anderson

### MANAGING MEDICINES IN SCHOOL Policy

#### Aim

A clear policy that is understood and accepted by all staff, parents and students providing a sound basis for ensuring that students with medical needs receive proper care and support in school, and that for such students attendance is as regular as possible.

This policy includes:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which students may take non-prescription medicines
- Assisting students with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

## Prescribed Medicines

**We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

**Controlled drugs** should never be administered unless cleared by the Head. Reference should be made to the DfES document Revised Managing Medicines in Schools and Early Years Settings 2013.

## Non-Prescription Drugs

Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

Parents and carers (or designated representative if LAC)

- have prime responsibility for their child's health and should provide schools with accurate and up to date information about any medical condition, where treatment or special care is needed.
- should ask doctors, wherever possible, to prescribe medication in dose frequencies, which can be taken outside of school hours where possible
- should provide the school with written consent following a meeting with the designated person for dispensing medicines in school.
- should keep their Students at home if they are acutely unwell (eg sickness or diarrhoea) or if they have any infestations (nits, scabies) they should have been given treatment before they come to college.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined. **Note the exceptional terms in the previous paragraph.**

## Long Term Medical Needs

The school will be fully informed of the child's needs before admittance.

It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2015 DfES document in order to devise a care plan.)

The care plan will be reviewed annually by the lead for administering medicines in school. Parents will be asked to immediately contact the school if something should change that affects the care plan of their child.

The Health Care Plan and medical information will be available on the SIMs, this will be updated annually where required.

## Administering Medicines

No child under 16 should be given medicines without written parent consent. A medical form must be completed by the parent giving permission for medicine to be administered by staff; this is available from the school reception. **Medicine must be in the original packaging with the pharmacist label clearly stating the medication, dosage and times. The school will accept paracetamol signed in by a parent without the requirement of a prescription from a Doctor.**

Members of staff who have been designated for the task giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt, then do not administer medicines without checking with Amy Anderson who will then contact parents or the medical practitioner.

**A school based version record is kept in a written form each time medicines are given.**

### **School in year Transfers and Transition Y6**

All new students will be asked to fill in a data Admissions sheet which will ask parents to record any health care information. All significant (usually conditions requiring medication) medical conditions recorded on this sheet will be followed up by our Designated Medicines in School Lead. Where applicable an individual Health Care Plan may be devised to support the management of the Medical Condition in school.

### **Self Management**

Students who are able will be encouraged to manage their own medicines.

This will generally apply to relief treatments for asthma or general allergies. Students who have diabetes who have been given advice from the Newcastle NHS hospital team may also manage their conditions in school. Where this process is complex the team usually provide the school with a dedicated diabetes health care plan, this will also be made available on SIMs.

Where possible the school may keep emergency medicines such as inhalers, epi pens, these will always be labelled clearly and available in the First Aid Room in the school office.

### **Record Keeping**

Parents should inform the school of the medicines their child needs.

School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A written record of medicines administered will be kept in the Learning Support Department and this will also be signed by the parents to acknowledge the entry.**

### **Educational Visits**

All medicines required by students on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff in a clearly labelled see through plastic bag (medicine should always have the original box and where applicable the prescription label attached). Only the amount of medication required for the visit will be taken. In the rare case there is any surplus medication, this will be returned to school. If it is not possible to return medication to school, a senior member of staff will be informed. This colleague should be one who is willing to carry this

responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

### **Sporting Activities**

Given the distance between the school field and the school it would be advisable to prepare a risk assessment of medical needs of individual students, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

### **The Governing Body**

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

### **The Headteacher**

The Headteacher will ensure that all staff including; supply staff and student teachers, receive appropriate support and training and aware of this policy. Likewise, the Headteacher will inform the parents of the policy and its implications for them.

In all complex cases the Headteacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

### **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. All pupil's current medical needs are kept up to date on SIMs and annual data collections are made to ensure this information is kept up to date. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

### **Storing Medicines**

Medicines will be stored away from students, be in their original containers and refrigerated were necessary. This will be the responsibility of the Learning Support Department. Students should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. These are usually kept in the First Aid room in the school reception area.

**Disposal of medicines** – Given that 'Ritalin' and such are 'Schedule two' drugs and therefore dangerous, we have a rigid disposal procedure:

The Medicines in School Lead - has responsibility for disposing of all medicines safely either by:

- A disposal kit is available in Learning Support Dept.
- Pharmacy

Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools 2015 DfES**, a copy of which is kept in the school office.

### **KEY POINTS**

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO STUDENTS UNLESS THE ABOVE POLICY APPLIES**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE DESIGNATED PERSON AND KEPT UNDER ITS SUPERVISION.** This includes asthma relievers and adrenaline pens where self medication does not occur. The Office will know where these medicines are in school and the asthma/ medical register shall be updated annually and as and when new Students come to school.

**Name of School:** Benfield School  
**Date Policy implemented:** 3/10/16  
**Updated on:** 30.09.2020  
**Review date:** September 2021