



Atlantic Centre of Excellence Multi Academy Trust

MEDICINES POLICY

Date Adopted:	8 September 2017
Date to be Reviewed:	Autumn Term 2020

ACE Trust is an inclusive community that welcomes and supports pupils with medical conditions at all of its academies.

All ACE academies provide all pupils with any medical condition the same opportunities as others at the school.

Academies help to ensure pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- attend school regularly
- achieve economic wellbeing once they leave school

Policy Framework

- Each ACE academy provides children with medical conditions with the same opportunities and access to activities as other pupils (both school-based and out-of-school). No child will be denied admission or prevented from taking up a place because arrangements for their medical condition have not been made.
- Staff will listen to the views of pupils and parents. (The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority)
- Each ACE academy endeavours to ensure that all pupils and parents feel confident in the care they receive and the level of that care meets their needs.
- Staff understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Staff understand that all children with the same medical condition will not have the same needs.
- Each ACE academy recognises that duties in the Children and Families Act, the Equality Act

Parent and Academy Actions Required

- Parent informs the academy that their child has a medical condition or is due to return from long-term absence, or that needs have changed.
- The Headteacher or delegated Leadership Team member co-ordinates a meeting to discuss the child's medical needs and identifies a member of staff who will provide support to the pupil.

- A meeting is held to discuss and agree the IHP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them).
- Staff training needs identified.
- Training received.
- IHP implemented and circulated to relevant staff.
- IHP reviewed annually or when condition changes - parent to initiate.

Medication

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day)
- Academies will only give prescription medication to a pupil with a parent's written consent on an Administering Medication form.
- All medicines should be taken directly to the School Office by a responsible adult
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration
- The medicine should be clearly marked with the child's name and date of birth
- The appropriate dosage spoon should be included with all medicines
- Parents of children who are diagnosed with asthma are expected to complete an Asthma Care Plan and provide an inhaler for use in school. They also will give permission for the use of an emergency inhaler (parent/carers will be informed if this has been necessary).
- The academy will not administer non-prescription medicines, unless in the event of an emergency, ie extremely high temperature.
- Cough sweets are not allowed.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff or the school Care Team
- Staff seek the pupil's view before, during and after giving medication or supporting with a procedure. They check how the child is feeling both physically and emotionally, make sure they feel comfortable, are treated with dignity and confidentiality.
- More than one member of staff will be trained to administer the medication and meet the care needs of a pupil. This includes escorting staff for home-to-school transport if necessary. Academies will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- The Trust has ensured that there is an appropriate level of insurance and liability cover in place.
- Academies will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Three times a year medication left in school will be checked by the identified member of staff.

Parent Responsibility

- During school hours, parents of children in need of medication must ensure that the academy is accurately advised about the medication, its usage and administration.
- Parents must complete the Parental Agreement form held in the School Office, before a medicine can be administered by staff
- Pupils may be able to manage their own medication, under adult supervision, but only with parental agreement given through the appropriate paperwork
- Parents are responsible for ensuring that all medication kept in school eg asthma pumps, Epi pens, are kept up to date

- Parents are responsible for letting the academy know immediately if their child's needs change.

Storage of Medication and Equipment

- All staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication/equipment is readily available wherever the pupil is in the school and on off-site activities.
- If appropriate for the pupil and if it causes no risk to other pupils, a pupil may carry their own medication/equipment, or they should know exactly where to access it.
- All medication is stored safely and pupils with medical conditions know where they are at all times and have access to them immediately.
- Medication is stored that is in date and labelled in its original container, in accordance with its instructions. The exception to this is insulin which, though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term and to provide new and in-date medication at the start of each term.
- Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at each academy and will accompany a pupil on off-site visits.

Individual Healthcare Plan (IHP)

- Parents are asked if their child has any medical conditions.
- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- It includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- Each ACE academy has a centralised register of IHPs and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Academies make sure that pupil's confidentiality is protected.
- Academies seek permission from parents before sharing any medical information with any other party.
- Staff meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit, to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- If anything goes wrong with medication, a dose missed or too much given, the child's parent is informed as soon as possible and urgent medical advice sought. The school would then review immediately their medical administration procedures.

Triggers and Emergencies

- Each ACE academy is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions, which includes avoiding/reducing exposure to common triggers. A list of the triggers for pupils with medical conditions is available to staff and each academy is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- Appropriate staff receive training in what to do in an emergency and this is refreshed at least once a year.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Members of the Leadership Team who may take pupils to hospital in their own care, should be accompanied.
- Each academy reviews all medical emergencies and incidents to see how they could have been avoided, and updates policies according to these reviews.

Staff Training

- All staff providing support to a pupil and other relevant teams receive suitable training and ongoing support to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP.
- Staff understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- Staff understand the importance of medication and care being taken as directed by healthcare professionals and parents.

Return to school following a period of hospital education or alternative provision (including home tuition)

The SENDcO or appropriate member of staff will work with the Local Authority and parents/carer to ensure that the pupil receives the support they need to reintegrate effectively.

Long-Term and Complex Needs

Where a child has significant or complex health needs, parents should give full details on entry to academy, or as the child first develops a medical need. Where appropriate, an IHP may be put in place involving the parents and relevant health care professionals.

Inclusive School Environment

- All ACE academies are committed to providing a physical environment accessible to pupils with medical conditions families and relevant professionals are consulted to ensure this accessibility (including out-of-school activities).
- The needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the Bullying Policy, to help prevent and deal

with any problems. They use opportunities, such as PSHE and science lessons, to raise awareness of medical conditions to help promote a positive environment.

- All staff understand the importance of all pupils taking part in physical activity and all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Staff make sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Pupils attendance is not penalised if any absence is related to their medical condition.
- Staff will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDcO/Special Educational Needs Advisor who will liaise with the family and the pupil's healthcare professional.
- Staff make sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Reference should also be made to the DfE document:

"Managing Medicines in Schools and Early Years Settings" March 2005