



Fylde Coast Academy Trust

**Managing / Supporting and administering  
medication to Students Policy 2016 - 2018**

## STATEMENT OF INTENT

FCAT will not discriminate against a student in the provision of education or access to any benefit, facility or service.

FCAT is responsible for ensuring there is no discrimination in relation to education or access to any benefit, facility or service. Students are expected to act with integrity at all times in recognising and respecting individuals' differences.

FCAT will not discriminate against, or victimise a student:

- In the way it provides education for the student
- In the way the student is afforded access to a benefit, facility or service
- By not providing education for the student
- By not affording the student access to a benefit, facility or service
- By subjecting the student to any other detriment.

Regular reviews of practices, policies and procedures will help to ensure that there is no discrimination against students with a protected characteristic.

### **FCAT Equality Policy**

## INTRODUCTION

The Children and Families Act 2014 Section 100 includes a duty for schools / academies to support children with medical conditions.

Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEN Code of Practice will also apply.

All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

FCAT recognises that medical conditions may impact social and emotional development as well as having educational implications.

FCAT will provide all students, with a medical condition, opportunities to achieve excellent academic progress and personal development.

FCAT will build relationships with healthcare professionals and other agencies in order to support effectively students with medical conditions.

## ROLES AND RESPONSIBILITIES

Designated staff will be responsible for children with medical conditions. They will be responsible for:

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable. (H&S Lead) **See Risk Assessment Form**
- Developing, monitoring and reviewing Individual Healthcare Plans.
- Working together with parents, students, healthcare professionals and other agencies.

The designated responsible staff member implementing and monitoring this policy is currently the Director of Student Services & Child Protection at FCAT.

### **Fylde Coast Academy Trust is responsible for:**

Determining the Academy's general policy and ensuring that arrangements are in place to support children with medical conditions.

### **The Principal will:**

- Oversee the management and provision of support for children with medical conditions.
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover.
- Ensure that school staff are appropriately insured and are aware that they are insured.

### **The school nurse is responsible for:**

- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

### **Teachers and Support Staff are responsible for:**

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in **IHCP's**
- Working with the named person, ensure that risk assessments are carried out

for school visits and other activities outside of the normal timetable

- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance
- NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines (First Aid Trained). However, no member of staff can be required to provide this support.
- Technology such as MINT class software is used where appropriate to ensure new staff and temporary staff will know who in a class has a medical need.

### **PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION**

- Designated staff will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up
- Appendix A outlines the process for developing individual healthcare plans

### **INDIVIDUAL HEALTH CARE PLANS (IHCPs)**

- An IHCP will be written for students with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity.
- It will also include information on the impact any health condition may have on a student's learning, behaviour or classroom performance.
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHCP.
- IHCPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

## **ACCESSIBILITY (Accessibility Policy)**

FCAT ensures that the whole academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

## **CURRICULUM (Bullying Policy)**

All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the academy's 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.

## **ACTIVITIES BEYOND THE USUAL CURRICULUM**

Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.

When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

## **UNACCEPTABLE PRACTICE**

The following items are not generally acceptable practice with regard to children with medical conditions, although FCAT will use discretion to respond to each individual case in the most appropriate manner.

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that every child with the same condition requires the same treatment.
- Ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising children for their attendance record if their absences are related to

their medical condition e.g. hospital appointments.

- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Requiring parents or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## COMPLAINTS

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the local Academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## OTHER RELEVANT LEGISLATION

- Section 2 of the Health and Safety at Work Act 1974, and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety.
- Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.
- Under the Misuse of Drugs Act 1971 and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child that has been prescribed a controlled drug.
- The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.
- Section 21 of the Education Act 2002 provides that governing bodies of maintained schools must in discharging their functions in relation to the conduct of the school promote the well-being of students at the school.
- Section 175 of the Education Act 2002 provides that governing bodies of maintained schools must make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding

and promoting the welfare of children who are students at the school. Paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 set this out in relation to academy schools and alternative provision academies.

## **ADMINISTERING MEDICINES (See FCAT Health and Safety Policy)**

Written consent from parents **must** be received before administering any medicine to a child at school.

Medicines will only be accepted for administration if they are:

- **Prescribed (Academy Policy)**
- **In-date**
- **Labelled**
- **Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.**
- The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines will be stored safely. Students will know where their medicines are at all times. Staff can administer a controlled drug to a student once they have had specialist training.
- Written records will be kept of all medicines administered to students.
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc.

Medicines will only be administered at school when it would be detrimental to a child’s health or school attendance not to do so

Where students are recovering from a short term illness which requires medication (such as tablets, creams, eye drops, mixtures), any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist.

Prime responsibility for a Student's health rests with the parents/guardians. It is the responsibility of the parent/guardian to advise the school in writing of **any alteration to the prescribed dosage or frequency of medication.**

School staff will treat medical information confidentially.

The medicine, together with the letter of consent and FCAT consent form, should be delivered to school, where possible by a parent, and should be handed personally to the designated member of staff to be recorded.

FCAT Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

Some medication such as liquid antibiotics or insulin may need to be kept in a refrigerator but must not be frozen. These medicines must be placed in a suitable additional sealed container, e.g. Tupperware box and clearly marked "medicines". Under no circumstances should medicines be kept in first aid boxes.

In an emergency situation the emergency services will be contacted immediately.

If a child refuses to take advised medication parents/carers will immediately be informed. No member of staff will attempt to force a student to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

Where a student has long term or complex medical needs all teaching staff, including visiting and supply teachers, and support assistants will be informed. For those children a written set of procedures (protocol) will be drawn up and a risk assessment carried out.

Staff will not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

Wherever possible, students will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

No child under 16 will be given prescription or non-prescription medicines without their parent's / Carers written consent.

Where clinically possible, medicines should be prescribed in dose frequencies which



enable them to be taken outside school hours

The Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date.

There is no legal requirement upon staff, teaching or non-teaching, to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

Fylde Coast Academy Trust will indemnify employees who volunteer to administer medication to students. The Trust will likewise indemnify any member of staff acting in good faith for the benefit of a student in an emergency situation.

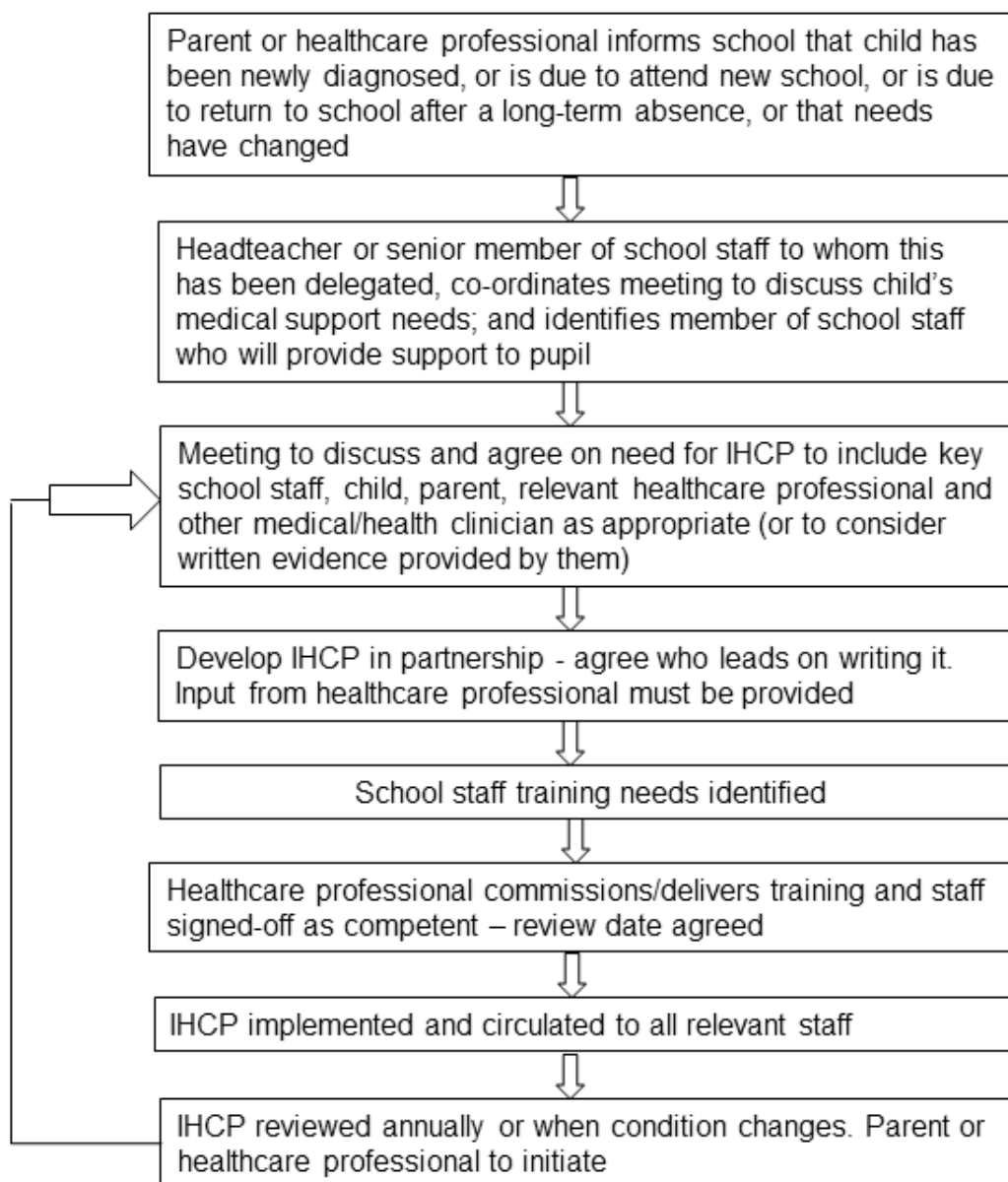
Fylde Coast Academy Trust will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for student safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

Education (School Premises) Regulations 1996

## APPENDIX A PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS



## **APPENDIX B: SUMMARY FOR RISK ASSESSMENT ACTIONS**

- FCAT Health and Safety Policy makes reference to/ includes the school's arrangements for managing the administration of medications.
- No medication permitted into the school unless there is written parental consent stating the name of the Student, the medication, and the frequency and dosage to be administered and is **prescribed**.
- A log is kept of all medication administered.
- Expiry dates monitored and parents notified that replacement is required.
- Medicines to be provided in the original container/ labelled with the name of the appropriate student.
- Stored in a secure place (no medicines stored in first aid kits)
- All emergency medicines (asthma inhalers, epi-pens etc.) readily available and not locked away
- Students must not be given any medicines unless by written parental request.
- No child under 16 to be given aspirin containing medicine unless prescribed
- Any specific training required by staff on the administration of medication e.g. epipen will be provided.
- Administering medication Policy
- Written agreements in place between parents and school and reviewed periodically.
- Students medical needs are catered for on educational visits and school trips

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