

Appendix to Supporting Students with Medical Conditions policy

Tuxford Primary Academy

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1 Policy statement and introduction

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

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in academies so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

Students with long-term and complex medical conditions may require on-going support, medicines or care while in education to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences.

Tuxford Primary Academy will provide effective support for a student's medical condition ensuring it is effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Tuxford Primary Academy has strong and positive relationships with relevant healthcare professionals and other agencies and listen to and value the views of parents/carers and students in order to effectively support students with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN and those medical conditions that require EHC plans, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 0-25 years January 2015.

Children who have particular allergies and are at risk of anaphylaxis are managed in accordance with the DfE guidance document and associated appendices:

www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools

2 Scope and purpose

This policy applies to all who enter the premises at Tuxford Primary Academy. This includes: employees, including volunteers, agency workers, consultants or self-employed contractors.

3 Responsibility for implementing the policy

Diverse Academies has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the strategic leads and Principal.

4 Roles and responsibility

4.1 The leads for Supporting Pupils with medical conditions at Tuxford Primary Academy are:

Mrs Rachael Cottam (SENDCO)

Mrs Elaine Wooding (Business Administration Assistant)

Staffing Training: Jane Guest

- It is the responsibility of leads to work together with parents, carers, students, healthcare professionals and other agencies
- Both leads will review the training needs for staff at the end of each academic year or when training expires. This includes Paediatric First Aid training and INY (In year requirements)
- Training needs for all staff are commissioned and provided through National College and Face to face Paediatric First Aid Training is provided through Newark Community First Aid.
- Paediatric First Aiders are on site at all times to support and are allocated per key stage.
- Where specific medical needs training is needed to support a child with medical needs this is always provided through NHS professionals schools teams arranged by SENDCo.
- Training needs are reviewed each year and staff who support children with medical needs review the health care plans termly.
- The medical needs of all children is made available to all staff using the schools system SIMS.
- Cover arrangements in case of staff absence or staff turnover take into consideration the medical needs and training for specific pupils.
- Supply teachers are provided medical information as a safeguarding measure prior to teaching.
- Risk assessments for academy visits, holidays, and other academy activities outside of the normal timetable take into account pupils medical needs.
- Developing, monitoring and reviewing Individual Healthcare Plans (IHCP) is completed by the Office at Tuxford Primary Academy. Parents are required to be notified that a student has a medical condition including any transitional arrangements.

- Reintegration, for children with medical conditions starting at a new academy is passed on through SIMS, arrangements should be in place in time for the start of the relevant academy term. In other cases, such as a new diagnosis or children moving to a new academy mid-term, every effort should be made to ensure that arrangements are put in place within two weeks.

4.2 Tuxford Primary Academy will ensure arrangements to support students with medical conditions within the partnership are implemented in order for all students to participate and enjoy the academy curriculum.

4.3 Principals will ensure the academy's policy is developed and effectively implemented with all partners.

4.4 Employees will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

4.5 NHS healthcare professionals, including GPs, Occupational Therapists and paediatricians will be responsible for notifying the academy when a child has been identified as having a medical condition which will require support in the academy. NHS healthcare professionals will support staff on implementing a child's individual healthcare plan and provide advice and training. For example; asthma, diabetes, epilepsy.

4.6 Academy first aiders cannot supply painkillers if prescribed over 4 times a day.

4.7 Parents/carers of students with medical conditions will provide relevant information for academy staff and contribute, where appropriate, to their child's Individual Health Care Plan.

4.8 Students with medical conditions, where appropriate, will provide information and contribute to their Individual Health Care Plan.

5 Managing medicines on academy premises

Pupils at Tuxford Primary Academy do not carry their own medicines. Where conditions have the potential to need immediate management, medicines are kept securely within the classroom area to allow easy and quick access in an emergency. Staff children who attend the academy and require medication administering during school hours, all medication to be kept in the school office along with a completed medication form. Where applicable a healthcare plan should also be completed.

5.1 Tuxford Primary Academy encourages students to take their medication themselves under staff supervision.

5.2 Tuxford Primary Academy discourages students from carrying any medication on their person, as there is the risk of it being lost and becoming a danger to others. There are, however,

certain medical conditions that need immediate management and with prior arrangement with the academy, students can carry their own medication.

5.3 If a child has been prescribed a controlled drug it will be securely stored in its original packaging in a non-portable container and double locked. Only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in the academy.

5.4 Medicines will only be administered at the academy when it is detrimental to a child's health or academy attendance not to do so.

5.5 A consent form enabling a member of academy staff to administer medication to a child must be completed by a parent or carer in all cases. No medication will be given under any circumstances without this form being completed.

5.6 No child under 16 will be given prescription or non-prescription medicines without their parent's or carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents / carers.

5.7 Tuxford Primary Academy will only accept prescribed medicines that are in-date, labelled, in the original container (with the exception of insulin, available in pen or pump.) dispensed by a pharmacist, including instructions on dosage and storage.

5.8 Inhalers

- a. Reliever inhalers are to be carried by the student and self-administered
- b. It is the parent's / carer's responsibility to ensure that their child attend each academy with his/her medication
- c. It is the parent's/carers responsibility to ensure that the medication is in date and to ensure that it is used appropriately
- d. Inhalers should show the name of the user in case of loss

5.9 Auto-injector pens (AIP)

- a. An AIP should always be carried by the named student and wherever possible another one should be kept in a safe but easily accessible, well labelled, drawer which will be identified in the local academy appendix. Both must clearly display the name of the student and the expiry date
- b. It is the parent's / carer's responsibility to ensure that their child attends with his/her medication
- c. It is the parent's / carer's responsibility to ensure that their child is responsible and competent in self-administering the medication

- d. It is the parent's /carer's responsibility to provide the academy with such medication and to ensure that it is replaced prior to its date of expiry

5.10 Insulin Pens

- a. Insulin pens are to be carried by the named student and self-administered wherever possible
- b. All insulin pens/cases must clearly display the student's name and expiry date
- c. It is the parent's / carer's responsibility to ensure that the named student responsible and competent in self-administering the medication
- d. It is the parent's / carer's responsibility to ensure their child has their medication, which is in date, on him/her for the academy day
- e. Blood sugar testing etc. can be carried out in an area identified in the local academy appendix.

5.11 Allergies and anaphylaxis

Tuxford Primary Academy caters for children with these conditions with due reference to the following publications:

www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools

www.anaphylaxis.org.uk/schools/schools-help/

Tuxford Primary Academy recognises that for many the symptoms of allergy are mild. However, occasionally the symptoms are severe, and they may even be life-threatening.

Diverse Academies and their caterers recognise that the common causes of severe allergic reactions (anaphylaxis) include foods such as peanuts, tree nuts, milk, eggs, shellfish, fish, sesame seeds and kiwi fruit, although many other foods have been known to trigger anaphylaxis. Peanut allergy is particularly common – with one in 70 children nationwide thought to be affected.

Tuxford Primary Academy, working with parents, give due consideration to the needs of these children when planning menus and providing meals on academy visits.

Tuxford Primary Academy staff also understand that there may also be a risk of anaphylaxis from non-food sources, including wasp or bee stings, natural latex (rubber) and certain drugs such as penicillin, and will plan educational activities and visits with due consideration to this risk for some children.

All children who attend Tuxford Primary Academy affected by allergies are accommodated due to the insistence of up to date and accurate communication between parents, academy staff, doctors and, where relevant, education authorities.

6 Safety management

- a. All medicines may be harmful to anyone for whom they are not appropriate.
- b. Tuxford Primary Academy will ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- c. All the recommendations have been taken from the DFES Managing Medicines in Academy report (1448-2005).

Allocated named staff who administer medicines are responsible within the academy to ensure all safety measures are met.

7 Disposal of medicines

Parents / carers must collect medicines held at the end of each term. Parents / carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents / carers do not collect medicines, they will be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

8 Defibrillator

Tuxford Primary Academy has a defibrillator on its site. Defibrillator is located in the staff room. Defibrillator also held at Tuxford Fire Station on Newark road.

9 Refusing medicine

Where a child refuses medication, the staff member will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such medication. Parents / carers will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency the academy should follow emergency procedures.

10 Staff administering medicine

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e. individuals appointed for the purpose of administering first aid). **Swift action needs to be taken by any member of staff to assist any child in an emergency.**

10.1 Adrenalin Auto-injector pens should only be administered by trained adults. Tuxford Primary Academy staff are made aware on how to administer via annual refresher training.

The Parental Agreement Form below (appendix 1) will need to be completed to allow staff to administer medicine

The academy will not give your child medicine unless it is prescribed by a doctor and you complete and sign this form. All medicines must be in the original container as dispensed by the pharmacy with a pharmacy label on the packaging.

11 Safe storage of medicines

11.1 Medicines will be stored in accordance to the product instructions and in the original container in which dispensed. Medicines will be stored in a secure location, which is not accessible by students, with a named member of staff responsible for the key. This will be identified in the local academy appendix.

11.2 The supplied container will be clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration.

11.3 Where a student needs two or more prescribed medicines each should be in a separate container.

11.4 Students should know where their own medicines are stored and who holds the key.

11.5 Medicines will be stored in a secure place which is not accessible by students.

11.6 Medicines that need to be refrigerated will be kept in an airtight container and clearly labelled. Access to the refrigerator is restricted to staff only.

11.7 Controlled drugs such as Ritalin, will be kept in a locked cupboard within a staff only area.

12 Staff administering medication

Storage of Medication and controlled drugs are locked away in the school office on site at Tuxford Primary Academy.

The Parental Agreement Form below (appendix 1) will need to be completed to allow staff to administer medicine.

The academy will not give your child medicine unless you complete and sign this form. All medicines must be in the original container as dispensed by the pharmacy.

Medication may only be administered by staff who have received appropriate training. The administration of medicine must be witnessed by another member of staff and recorded on appendix 1 below.

13 Procedures for managing prescription medicines which need to be taken during the academy day

13.1 Since November 2018, NHS Clinical Commissioning Groups (CCGs) and local GPs support and encourage people to buy medicines/products and access advice from local pharmacies for the treatment of **minor illnesses and ailments**.

This also applies to parents buying medicines for their children, including medicines which may need to be taken whilst their child is at school. Once medication is bought there will be **no requirements for GPs to provide an authorisation letter**.

Parents should label the medication with the child's name and the academy will then follow the generic age-related instructions when administering to the child. Tuxford Primary Academy will keep a clear record of all medications that are administered, in particular the time and dose administered to ensure that the recommended daily dose is not exceeded.

13.2 Medicines should always be provided in the original container as dispensed by a pharmacist displaying the dispensing label with the name of the student and includes the prescriber's instructions for administration.

13.3 Parents / carers are responsible for handing over to staff the medication which is to be administered.

13.4 No medicines will be administered until a consent form has been completed by the parent / carer.

13.5 There may be occasions when a student needs short term prescribed medication such as an antibiotic; parents / carers should ask the prescriber if the medicine can be taken outside academy hours.

13.6 Students with medical needs are encouraged to participate in educational visits. Staff supervising excursions should always be aware of any students' medical needs and relevant emergency procedures and be prepared to store and supervise the taking of medicines with prior parental/carers' written consent. Without the parent's / carer's written or 'provision of medication consent' students will not be allowed to participate in educational visits. This consent and provision of the medication is the responsibility of the parent / carer.

14 Record keeping

The academy will keep a register of drugs for all medicines brought into the academy by a parent / carer for administration to a student during the academy day. The register will be signed by the student when medication has been administered and in the case of controlled drugs, two staff signatures will be required. Any side effects of the medication administered will be noted.

15 Emergency procedures

The academy's Health and Safety policy details this procedure including academy trips within and outside the United Kingdom.

16 Day trips, residential visits and sporting activities

All students have the opportunity to participate in academy trips, visits, sporting activities etc. Staff will be aware of how a child's medical condition will impact on their participation. Flexibility for all children to participate in events according to their own abilities and with any reasonable adjustments to participate fully and safely will be incorporated into any proposals as required; unless evidence from a clinician such as a GP states that this is not possible.

16.1 Risk assessment will take place in consultation with parents / carers, students and advice from healthcare professionals. Planning arrangements incorporate steps needed to confirm that students with medical conditions can participate safely. Please also see Health and Safety Executive (HSE) guidance on academy trips.

17 Complaints

Should parents / carers or students be dissatisfied with the support provided they should discuss their concerns directly with the Principal at Tuxford Primary academy. If for whatever reason this does not resolve the issue, parents / carers are requested to make a formal complaint via the Academy's complaints procedure.

18 Review of the policy

This policy is reviewed annually.

19 Parental agreement form to administer medicine

The academy will not give your child medicine unless you complete and sign this form, and the academy has a policy that the staff can administer medicine. All medicines must be in the original container as dispensed by the pharmacy.

Child:

Name of academy:	Tuxford Primary Academy
Name of child:	
Date of Birth:	
Class:	
Medical condition/illness:	

Medicine:

Name and strength of medicine:	
Date medicine provided by parent:	
Quantity received:	
Expiry date:	
Time required (in school):	
Dose required:	
Route required:	
Self-administration – Yes/No	
Special precautions/other instructions:	
Procedures to take in an emergency:	
Date returned to parent: (office use only)	

Contact details:

Name:	
Daytime telephone no.:	
Relationship to child:	
Address:	

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I understand that I must deliver the medicine personally to the Office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Staff signature

Signature of parent/carers

Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			
Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			
Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			