



# ALDER GRANGE SCHOOL

## SECTION F

Welfare Committee

(F4 Inclusion Strategy)

F4.4 Pupils with Medical Needs

Reviewed no changes SLG: October 2020  
Approved by Governors' Welfare Committee: October 2020  
Next Review Date: October 2021

Person responsible for the monitoring, evaluation and implementation of this document:  
Mr D Birtles

## 1. RATIONALE

Governors and staff of Alder Grange School are committed to ensuring that pupils with Medical needs receive proper care and support at school.

The Headteacher is in principle responsible for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

This policy is based upon:

- Department of Education booklet “Supporting pupils at school with medical conditions (last update Dec 2015)
- Lancashire County Council Guidelines “Medicines Safety” (2014)

## 2. PURPOSE

The Policy aims to make clear all procedures for the acceptance, storage and administration of pupil’s medicines and the wider support for pupils with other medical needs.

## 3. GUIDELINES – Administration of Medicines

### 4. Staff responsibilities

Whilst all staff have a duty of care for the health and safety of pupils in school there is no contractual requirement for teacher to administer medication or to support pupils who have medical needs.

- I. It is recognised that the participation of any teacher in the administration of medication is of a voluntary nature.
- II. Non-teaching staff or special support assistants only have to administer medicines or undertake medical procedures if such references are included in the contracts of employment. The procedures for any administration are agreed by the Authorised Person, Headteacher and Governors.
- III. All staff who are involved in the administration of medication and in the support of pupils with medical needs should be aware of the County Council policy on indemnity.

### **Authorised Personnel**

Dave Birtles (Assistant Headteacher) has overall responsibility for implementation of the policy ensuring safe administration of medicines for pupils.

**No other member of staff should accept responsibility for the storage and administration of medicines except with the knowledge and consent of Dave Birtles or the Headteacher.**

### **Information for Parents**

- I. References to the school policy will be included in the Home-School Agreement and details of policy will be given to all Year 7 parents at the beginning of Year 7.
- II. Full copies of the policy are available to parents on request.
- III. A brief mention of the Guidelines will be made in the School Prospectus.

### **Information for staff**

All staff will have a copy of the policy in the Staff Handbook on the school’s intranet.

### **Training**

Appropriate training for any members of staff undertaking the administration of medication in school is essential and is provided through arrangements made with the School Health Service.

## Injections

It is unlawful for school employees to administer medicine by injection except for the purpose of saving life in an emergency.

## Self-administration of medication

Wherever possible pupils should be encouraged to self-administer medication under the supervision of an authorised member of staff. Older children if agreed with Authorised Personnel can carry own medication e.g. Insulin, EpiPen

## Definition of Medicine

This policy covers prescribed medicines only.

## National Curriculum

All pupils requiring medication at school have access to the National Curriculum unless medical advice specifically precludes it.

## Off-site activities

The school will make every effort to continue the administration of medication to a pupil whilst on off-site activities; even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on off-site activity if appropriate supervision cannot be guaranteed.

## **5. PROCEDURES**

### Acceptance by the school of Medication

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Children under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should always be informed. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Medicines must be delivered to the school by the parents/carers or escorts employed by LCC. If a pupil brings in medication it will not be accepted for administration and will be held until the correct procedures have been followed.

- I. Only reasonable quantities of medication will be accepted e.g. Maximum of four weeks supply at any one time.
- II. Medication will not be accepted in school without **complete written and signed instructions** from the parent.
- III. The Alder Grange School pro forma, called the **Pupil Medication Register (PRM1)** must be completed by the parent/carer
- IV. The pupil Medication Register will be kept in the medication file which is kept with the medication. An electronic copy is also available.
- V. The information should be updated annually or earlier if the dosage is altered by the GP.
- VI. The medicine must be delivered in a **secure and labelled container** to the Authorised person. Items of medication in unlabelled containers will be returned to the parent/carer.
- VII. Each container must be **clearly labelled** with the following:
  - Name of medicine

- Patients name
  - Dosage
  - Dosage frequency
  - Date of dispensing
  - Storage requirements, if important
  - Expiry date – it is the parents responsibility to ensure medication is in date but in terms of best practice, school should also check
- VIII. After first receipt of medicines, **repeat medication** will continue to be accepted without further notice.
- IX. It is the **responsibility of parents/carers** to notify school if there is a change in medication, a change in the dosage requirements or the discontinuation of the pupil's need for medication.
- X. All medicines will be kept in a locked cupboard in **Student Services**.

## 6. Pupils with significant ongoing medical needs

In some cases pupils attend school with ongoing medical needs which require periodic but significant support in school. This is considered on a case by case basis and under the direct supervision of healthcare professionals.

A Health Care Plan would be formulated and agreed with healthcare professionals, parents or carers, the young person and school and this is reviewed annually with all parties for as long as the care plan operates.

When deciding what information should be recorded on individual healthcare plans, the discussions will consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required.

### Training Needs

Any training around specific pupils medical needs will be sufficient to ensure that staff are competent and have confidence in their ability to support any pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. This may include an understanding of the specific medical conditions they are being asked to deal with, its implications and any preventative measures. Dave Birtles ( Assistant Headteacher) is responsible for ensuring any specific updates are passed on to staff but general health awareness training and updates may also form part of the annual CPD cycle.

Copy of form to be kept in medication file and a copy with medication itself.



PLEASE COMPLETE	
Medication in Safe	
Self-administered	

## ALDER GRANGE SCHOOL - PUPIL MEDICATION REGISTER

**ONLY RETURN IF YOUR CHILD HAS A MEDICAL CONDITION**

The school will not give your child any medication unless this form is completed and signed and the Head teacher or Authorised Personnel have agreed that school staff can administer the medication.

Has your child any medical condition/illness which school need to be made aware of:

Yes \_\_\_\_\_ No \_\_\_\_\_

If YES complete, sign and return the following form.

Name of pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Form: \_\_\_\_\_

Condition or Illness: \_\_\_\_\_

My child self-medicates **yes/no** please state if your child keeps an Inhaler/EpiPen or other medication on them.

Details: \_\_\_\_\_

Does any medication need to be administered in school: \_\_\_\_\_ If yes please complete below.

Information for Medication administered in school	
1. Name of medication (as described on the container)	
2. Dosage and amount (as described on the container)	
3. Dosage timing	
4. Method - mouth/drops etc	
5. How long will the child be on the medication	
6. Any special requirements e.g. before food etc.	
<b>Other information</b>	
1. Special precautions	
2. Side effects	
3. Administration self/member of staff	
4. Procedures to be taken in an emergency	

### CONTACT DETAILS:

Name: \_\_\_\_\_ Daytime telephone no: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that I must deliver the medication personally to authorised school staff and accept that this is a service which the school is not obliged to undertake. Please return to Reception.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Full name: \_\_\_\_\_ Relationship to child \_\_\_\_\_