



Date of Policy: November 2024

Date of next review: November 2025

Who the review will involve: Headteacher, Governors, Senior Leadership team

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed: School Business Manager

## **DEVELOPMENT AND DISSEMINATION PROCESS**

This policy was formulated through collaboration with the Senior Leadership Team, members of the Inclusion team, the school Student Services Administrator and other staff.

## **AIMS**

The aim of this policy is in line with the Government Agenda to 'improve the lives of children and young people' and therefore using the procedures from the DfE and the 'Managing Medicines in Schools' document. We have produced an effective management system to help support individual students with medical needs.

This policy is to be reviewed on an annual basis to ensure up-to-date policies and procedures are adhered to by all stakeholders.

This policy is to ensure that all school staff, students, parents/carers and governors are aware of the procedures to be followed in the event of medicines being brought and administered in school.

## **RESPONSIBILITIES**

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Avon Valley School and Performing Arts College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy and where it is located.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Ensuring children with medical needs are supported with an IHCP or an individual Medical Plan.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering this policy.

- Ensuring the correct level of insurance is in place for staff who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

#### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- In school the Student Services Administrator is responsible for overseeing the administration of injections and medication.

#### **District School nurses are responsible for:**

- Notifying the school when a child has been identified as requiring in school support due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Liaising with the in school Student Services Administrator.

#### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental agreement or the online form for the school to administer medicine](#) before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, create an [Individual Healthcare Plan](#) (IHCP) or School Medical Plan for their child in collaboration with the Headteacher, SBM, the Student Services Administrator and / or other healthcare professionals.

#### **1. Definitions**

- 1.1. "Medication" is defined as any prescribed or over the counter medicine.
- 1.2. "Prescription only medication" is defined as any drug or device prescribed by a doctor.
- 1.3. A "staff member" is defined as any member of staff employed at The Avon Valley School and Performing Arts College, including teachers.

## PROCEDURES

### 1. Non-Prescription Medicines

Staff should NEVER give a non-prescription medicine to a student unless there is specific written permission from their parent/carer. A completed proforma with a parental signature or our online form must be seen. The approved medication, dose and timings must be input into the school medical tracker software before medication can be administered. This allows all staff responsible for the administration of medication access to the information. If medication is taken in school, parents will be notified via email from the medical tracker software, the time the medication was taken and the dosage

### 2. Prescription Medicines

Sufficient information about the medical condition of any student with long-term medical needs must be obtained and kept in the Student Services. If a child needs medication during school hours, parents need to complete the Parental Agreement (appendix 1) form and return it to school or complete the online google form. A container from the pharmacy should be used for the prescription, detailing the amount and level of medication required.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks supply of the medication may be provided to the school at one time. All relevant paperwork will be kept in the Student Services and details input into the school Medical Tracker system which all first aiders in school have access too. Parents will be notified via email of the time and dosage of the medication taken by the student.

If a student refuses to take the required medication the member of staff will not force them to do so. Parents will be informed and their guidance sought as to further action.

The school also holds an epi-pen and an inhaler which can only be administered according to the appropriate protocols in the event of an emergency.

All medication is kept securely in Student Services.

## TRAINING

All teachers and support staff will be expected to familiarise themselves with the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Those teachers and support staff who undertake responsibilities under this policy may receive the following training externally the list is not exhaustive.

- Emergency First Aid at Work – One Day
- First Aid at Work – 3 Day
- Diabetes awareness
- Tracheostomy care
- Epi-pen Training

Any training required to administer medication should be undertaken prior to the student starting at Avon Valley School or returning to the school after diagnosis. This training must be detailed in the student's Medical Plan or IHCP.

The training of qualified First Aiders and Named Persons must be monitored and updated on a regular basis. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

The School will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

All relevant certificates of training will be displayed in the Medical Room together with a register of certificate expiry dates.

## **INDIVIDUAL HEALTH CARE PLAN (IHCP)**

If an IHCP is required, this is provided by the district school nursing service, (WSHWS\_Rugby@welearn365.com) prior to the student joining the school or returning to the school after diagnosis.

IHCPs will be shared with relevant staff whilst preserving confidentiality. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a student has an Education, Health and Care plan, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the relevant health care professionals and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **MEDICAL PLAN**

The aim of the school led Medical Plan is to safely and accurately record the child's health needs and support required. This information will be shared with relevant staff and enable school to monitor the child's health needs. We will liaise with parents/carers whilst their child attends school.

## **EMERGENCIES**

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Healthcare Plan (IHCP) or school led Medical Plan is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

IHCPs and school led Medical Plans are co-produced with students, parents/carers school and Health Care professional so that everyone involved clearly knows how to respond in an emergency. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

## COMMUNICATIONS POLICY

- Parents to be informed of the policy upon request. A summary of the policy can be found on the school's website.
- All staff will be given access to a copy of this policy.
- Relevant named persons and qualified First Aiders will be kept up-to-date with government changes and updates to this policy.

## AVOIDING UNACCEPTABLE PRACTICE

The Avon Valley School and Performing Arts College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the Student Services or to a member of the first aid team alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support.
- Creating barriers to children participating in school life, including school trips.

## COMPLAINTS

The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 - Complaint Heard by Staff Member

Stage 2 - Complaint Heard by Headteacher

Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

## CONCLUSION

It is important that our students have successful and fulfilling lives. By implementing this policy, we will be helping to achieve the 'Every Child Matters' agenda that all children and young people should be healthy, safe, enjoy and achieve and make a positive contribution.

## REVIEW

This policy will be reviewed annually.

## 2. Parental Agreement for Avon Valley School to Administer Medicine



The school will not give your child medicine unless you FULLY complete and sign this form and the school has a policy that staff can administer medicine.

Name of school: THE AVON VALLEY SCHOOL AND PERFORMING ARTS COLLEGE

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tutor Group: \_\_\_\_\_

Condition/Illness: \_\_\_\_\_

**MEDICINE DETAILS** Agreed review date to be initiated by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of medicine: \_\_\_\_\_

(As described on the container)

Date dispensed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date bought: \_\_\_\_/\_\_\_\_/\_\_\_\_

(From Pharmacy) (From Chemist/Shop)

Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Dosage, method and timings:**

Special precautions: \_\_\_\_\_

Side effects that the school need to be aware of: \_\_\_\_\_

Self-administration: YES/NO (delete as appropriate)

Emergency procedure: \_\_\_\_\_

### **CONTACT DETAILS**

Name: \_\_\_\_\_ Daytime Telephone No. \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

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

I understand that I must deliver the medicine personally to a member of the first aid team and I accept that this is a service that the school is not obliged to undertake, but must notify the school of any changes in writing.

Signed: \_\_\_\_\_ Parent/Carer

PRINT NAME: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_