



Managing Medicines and First Aid in School Policy

Reviewed: September 2023

Next review date: September 2024

This policy has been written following guidance from the DFE publication, Supporting Children with Medical Conditions (December 2015) and the Health Conditions in Schools Alliance template.

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<http://www.medicalconditionsatschool.org.uk/documents/Medical-Conditions-Policy.pdf>

The named member of staff responsible for the Medicine and First Aid policy and its implementation is Sonia Coggill (Deputy Headteacher and DSL).

This policy should be read alongside the school's policies on SEND, attendance, safeguarding, parental responsibility measures and KCSIE.

Introduction

Wrenthorpe Academy is an inclusive learning community that welcomes and supports children with medical conditions. We provide all pupils with any medical conditions the same opportunities as other pupils in school. Wrenthorpe Academy makes sure that all staff understand their duty of care to pupils in the event of an emergency. We understand the importance of medication and care being taken as directed by healthcare professionals and in consultation with parents.

It is our intention that all staff understand the medical conditions that affect pupils and provide training in relation to the medical conditions of pupils on roll. The DSL keeps a record of this training.

This policy supports pupils with both long term and short-term medical needs, including the management of medication and administration of first aid.

Long Term Medical Needs

Pupils at school with long term medical conditions should be supported so that they have full access to education, including school trips and physical education.

Pupils with long-term and complex medical conditions may require ongoing support, medicines or care whilst at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. In making decisions about the support that pupils may need, we will establish relationships with relevant local health services to help us and also listen to and value the views of parents/carers and pupils.

At Wrenthorpe Academy, we recognise that having a long-term medical condition may result in social and emotional implications for the child. Children may be self-conscious about their condition and develop emotional disorders such as anxiety or depression around their medical condition. Staff will be trained to ensure vigilance around this.

Long-term absence due to health problems is likely to effect children's educational attainment and may impact on their ability to integrate with their peers. It may affect their general wellbeing and emotional health. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition also may have an impact. We will put in place appropriate support to limit the impact on the child's educational attainment and emotional and general wellbeing. All staff are aware of the issues above and will use this knowledge sensitively to help prevent further concern. Opportunities through the RHE curriculum and science curriculum may be used to raise awareness of medical conditions and promote a positive environment.

It is our aim to ensure that all children with long term medical conditions are supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Following a period of absence, we will work sensitively to support parents/ carers as we reintegrate a child back in to full time school. This will be agreed with families on a case-by-case basis to meet individual pupil needs.

Some children with long term medical needs may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the governing body will comply with their duties under the Equality Act. Some may also have Special Educational Needs (SEN) and may have an Education, Health and Care Plan (EHCP). For children with SEND, this policy should be read in conjunction with Special Educational Needs and Disability (SEND) policy.

Key responsibilities of managing long term medical needs

The Governing Body will:

- ensure that arrangements are in place to support pupils with medical conditions and delegate this responsibility to the Headteacher.
- ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are fully understood and effectively supported.
- ensure that the arrangements in place (delegated this to the Headteacher) are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are effectively implemented.
- ensure that school develops a policy for supporting pupils with medical conditions, that is reviewed regularly and is readily accessible to parents/carers and school staff.

Senior Leaders will:

- have overall responsibility for the implementation and review of this policy.
- ensure that all relevant staff are made aware of pupil medical condition(s).
- ensure that cover arrangements are in place in case of staff absence. This includes the briefing of supply teachers.
- ensure the school's work focuses on the individual needs of pupils with medical conditions.
- continually review arrangements in school and ensure staff are aware of how medical conditions impact on a child's ability to learn.
- ensure staff are adequately trained to provide the medical support that pupils need.
- review at regular intervals PEEPs, IHPs and associated risk assessments.
- ensure risk assessments for visits always include reference to supporting the medical needs of children.
- ensure admission arrangements include planning for medical needs.
- ensure that information is passed in a timely manner to a receiving school if a child with a long-term medical condition moves schools.

School Staff will:

- seek to understand information about pupils' individual medical needs (displayed alongside the safeguarding board in the staffroom).
- adhere to information and Individual Healthcare Plans provided
- engage in regular training as part of ongoing CPD.
- protect the dignity, confidentiality, privacy and well-being of pupils as per the Staff Code of Conduct.
- seek to understand and adhere to additional measures which may be required in supervising some activities.
- Follow procedures as defined in this policy.

Supply Staff

In line with induction procedures for visiting teachers, supply staff will be made aware of pupils with medical conditions and allergies. Procedures and plans will be shared and the location of emergency medication identified.

A comprehensive list of pupils with medical needs, by class, will be signposted as a point of reference (displayed in the staffroom next to the safeguarding board).

Processes in School for Children with Medical Conditions

An Individual Healthcare Plan (IHP) is used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. In most cases, this will be completed in liaison the school nursing team.

The purpose is to ensure that staff have sufficient information to understand and support a pupil with medical needs. IHPs capture the steps which we will take to support a pupil manage their condition and overcome any potential barriers. Where the child has a special educational need identified in an EHCP, the Individual Healthcare Plan will be linked to or become part of that EHCP.

The Individual Health Care Plan is drawn up in conjunction with the parent/carers, following advice and guidance from the child's GP or other health care professionals. It will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation. The information in the plan will be shared with key adults, whilst protecting the child's confidentiality. Individual Healthcare Plans are developed with the child's best interests in mind and ensure that the school assesses and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Parents/ carers are asked to ensure that any changes to a pupil's medical information is provided to school as soon as possible, so that the plan can be updated. Individual Healthcare Plans are reviewed at a timescale guided by medical professionals and at least annually (DSL and SENCO).

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will liaise with the local authority and education provider to ensure that the Individual Healthcare Plan identifies the support the child will require in order to reintegrate effectively.

In some cases where part-time attendance at school is in combination with alternative provision arranged by the local authority, school will liaise with parents/carers, the local authority and outside agencies to best support the child's needs.

Parents /Carers

Collection of appropriate information

At the point of admission, we will request information about the medical condition of any pupil with a long term or short term medical condition. We ask parents/carers to update regularly to maintain the accuracy this information.

We ask that parents / carers inform school **IMMEDIATELY** if there is a change to their child's medical needs.

School Trips and Residential Visits

We will make arrangements for the inclusion of all pupils including pupils with medical conditions unless information from a clinician such as a GP states that this is not advisable.

We will consider what reasonable adjustments might be required, to enable children with medical needs to participate fully and safely on visits. This policy makes provision for medicines and first aid within a typical school day whilst on school site. For trips and residential, risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure pupils with medical conditions are included. We will consult with parents/carers and pupils and seek advice from the relevant healthcare professional to ensure that pupils can participate safely. Risk assessments will be made for individual pupils requiring medication for each trip or residential visit.

Medical Dietary Requirements

ISS Education (our school meal provider), is dedicated to ensuring that children can enjoy school lunches which are served safely and in healthy environments. ISS has a robust dietary safeguarding procedure designed to safeguard children with medical conditions which may be due to food allergy, food intolerance or other medical issues (e.g. coeliac disease). To notify the provider, parents / carers are required to complete a special diet referral form which can be obtained from the school office.

Administering Medication

We will ensure sufficient members of staff are appropriately trained to manage medicines as part of their duties.

There is no legal duty that requires school staff to administer medication. Staff who are willing to undertake this responsibility, will receive annual training and ongoing guidance and support. If liability (loss, claims, civil action) arises as a result of the administration of medicines by a member of staff, the Multi Academy Trust as an employer will indemnify the member of staff providing the following conditions apply:

- The member of staff is an employee of Waterton Multi Academy Trust (MAT);
- The medication is administered during the course of employment with the MAT;
- The member of staff has followed the school policy and procedure, the child's Individual Healthcare Plan, and directions received in training.

The Academy's governing body is responsible for making sure that there is the appropriate level of insurance and liability cover in place.

Short term medical needs: prescribed medicines

We will only administer medication which has been prescribed by a clinician and only accept prescription medication if provided in the original container as dispensed by a pharmacist. The original packaging label and the dosage must be visible to staff.

We will administer short-term medication to pupils only where the dosage stated is 'four times per day' or where specific timings are stipulated and these fall within the school day.

Prescribed medicines protocol:

- parent / carer must bring the prescribed medication to the school office and complete the **Parental Agreement Form**, signing to say what if any dosage has been given already that day.
- when administering medication, two staff members will be present. We will check the name, dosage, expiry date, prescriber's instruction and time the medicine was last administered. A log will be maintained.
- parent / carer must collect the medicine from the school office at the end of each school day.
- medicines will not be sent home with a child.
- medicines will be kept in the designated medicine cupboard / refrigerator located in the school office.
- medication must be clearly marked with the name of the pupil, dosage required and time to be administered.

- if a pupil becomes unwell as a result of taking medication, we will immediately contact the parent/carer via telephone.
- parent/carer will be asked to sign to acknowledge administration, when they collect the medicines from the school office at the end of the school day.
- we will not adjust prescribed dosage based on parental advice.

Short term medical needs: non-prescribed medicines

For non-prescribed medication (e.g. paracetamol based pain relief such as Calpol) parents /carers are asked to come into school, at an agreed time, to administer the required dose to their child. School staff will not administer non-prescribed medications.

Safe storage of medication

Medicines are potentially hazardous substances and keeping **any** medicines in school represents a risk.

The following approaches reduce or control the risk:

- medication should only be brought to school when absolutely essential.
- parents / carers complete a **Parental Agreement Form** to establish clear guidance of dosage and description of symptoms.
- all prescribed medicine must be kept securely in the school office.
- in some circumstances, such as diabetes or epilepsy, a pupil will need to carry medical equipment with them. This must be agreed with the Headteacher and all staff made aware. This adjustment will form part of the pupil's Individual Healthcare Plan.
- medication is clearly labelled with the pupil's name and dosage (the only exception to this will be insulin pens which have daily variable doses).
- medication is supplied and stored in its original container.
- medication is stored in accordance with instructions, paying particular note to temperature;
- all refrigerated medication is stored in a clearly labelled airtight container.
- inhalers for asthma will be kept on a high shelf in the classroom.
- medicines will be returned to parents / carers for disposal.
- a 'sharps' box is available in school when needed.

Medication associated with long term medical needs

Where a pupil has a diagnosis identifying a specific medical need which requires them to take medication whilst in school, an Individual Healthcare Plan will be completed. Senior leaders will work with parents/carers, the pupil and medical professionals to make sure the IHP meets the needs of the individual. Medications will be administered in line with the IHP whilst the pupil is at school. IHPs will be available to designated school staff for the pupils in their care.

We can only accept prescription medication if provided in the original container as dispensed by a pharmacist and including the prescriber's instructions for medication and dosage. All staff providing support to a pupil will receive associated training provided by the specialist nurse, school nurse or other suitably qualified healthcare professional.

Parents are asked to collect all medications and specialist equipment at the end of the school term, and to provide new and in-date medication at the start of each term, if required.

Medication will be stored securely in the main school office with named staff only having access. We will keep an individual record of dates and times of administration. If required, we will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Inhalers

If a child has been advised that they may need to use an inhaler by a GP, they should keep an inhaler in school. School will request asthma plans to accompany all inhalers. Inhalers should be signed into school in the same way as any other prescribed medication. We can only accept inhalers in the original container as dispensed by a pharmacist which includes the prescriber's instructions and dosage. When participating in PE outside, or when leaving the school premises to go on a visit or local walk, inhalers **MUST** be taken. The medication is checked at the end of each term to ensure that it is still in date.

On each occasion that a child requires their inhaler in school, this will be logged on an individual record and shared with a parent / carer at the end of the day. The parent / carer will sign to acknowledge receipt of the information. Where a parent is not collecting their child in person, the class teacher will notify the parent by telephone and make note on the record of the time that this was shared with the parent / carer.

All staff are required to familiarise themselves with children who require inhalers. This information is accessible in the staffroom. Asthma training for all staff is updated annually.

In order to promote independence appropriate to age and stage of development, children are guided to take responsibility for their asthma inhalers.

Children feeling unwell

If a child becomes unwell during the school day a senior leader will be informed. Any decision to send a child home mid-session is the responsibility of the senior leader.

As part of infection control, we will follow the guidance outlined in 'Guidance of Infection Control in School' which is produced by Public Health England.

First Aid Training

Designated 'First Aiders' receive regular first aid training in accordance with the required timescales. Annual training is provided by the school nursing team for asthma and the use of an EpiPen. Further training is accessed when required for other conditions which have been disclosed, e.g., Epilepsy.

Recording of First Aid / Administration of Medication

Written records are kept of all medicines administered; this includes the use of inhalers. Where medicine is administered during the day, including the use of inhalers, parents/carers will view the record and be asked to sign to acknowledge this. School will retain a copy of this record.

First aid administration will be logged. Parents/carers will be informed via a first aid slip. Where a person or persons other than a parent/carer collects a child from school, they will be asked to sign on behalf on the parent and asked to inform them.

In the event that a child requires more than superficial first aid parents/carers will be informed immediately by telephone. This will be followed with a first aid slip and logged in the school accident record book.

- All injuries to the head will be reported to parents via a telephone call.
- Where an injury has been sustained that requires medical attention, we will contact parents/ carers via telephone to arrange collection.
- In the unlikely event that a child requires immediate medical attention an ambulance will be called and we will notify parents/carers via telephone.

Hygiene and infection control

All staff will follow basic hygiene procedures. Protective disposable gloves and PPE are used when dealing with spillages of blood, disposal of dressings and medical waste or contact with bodily fluids. Clinical waste bins will be used for safe disposal.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

Complaints

Should any member of the school community be dissatisfied with the support provided, they should discuss their concerns directly with the headteacher. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Monitoring and Review

The governing body has a named governor with responsibility for all health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding any health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the local authority and other external agencies where necessary, to ensure that the school's procedures are in line with those of the local authority.

The Headteacher implements the school's medicines policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors on any health and safety issues.

Individual Healthcare Plan

Pupil Information

School	Wrenthorpe Academy (Waterton Academy Trust)
Child's name	
Class/year group	
Date of birth	
Address	
Medical diagnosis Condition	
Date	
Review date	
Review staff	

Family Contact Information

Name	
Relationship to child	
Phone: (mobile)	
(home)	
(work)	
Name	
Relationship to child	
Phone (mobile)	
(home)	
(work)	

Clinic/hospital Contact

Name	
Role	
Phone no.	

G.P. Contact

Name	
Surgery	
Phone no.	

Named adult responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

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Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Administering Medicine - Parental Agreement Form

By completing this form, you give permission for Wrenthorpe Academy staff to administer medicine.

Staff are only able to administer medication that has been prescribed by a doctor / consultant and will not administer non-prescribed medication to your child.

Medicines must be in the original container as dispensed by the pharmacy.

Date for review to be initiate by	
School	Wrenthorpe Academy
Name of child	
Date of birth	
Class/year group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects that the school/setting needs to know about?		
Self-administration	Yes	No
Procedures to take in an emergency		

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver and collect the medicine personally or delegate to a responsible adult. Location - Wrenthorpe Academy School Office.	

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

Name:

Signature(s):

Date:



Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number **01924 378001**
2. Your name
3. Your location as follows [Wrenthorpe Academy, Imperial Avenue, Wrenthorpe, Wakefield, West Yorkshire, WF2 0LW]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code.
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Annex A: Model process for developing individual healthcare plans

