



Simon Langton Grammar School for Boys

Supporting students with medical conditions including the administration of medication in school

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1. Aim of this policy

The aim is to ensure that all young people with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. The focus is on the needs of each individual young person and how their medical condition impacts on their life. It is recognised that some medical conditions can be life threatening.

In addition, to ensure that all parties understand their role in supporting students with medical conditions in school.

2. Legislation and statutory responsibilities:

This policy meets the requirement under Section 100 of the Children and Families Act 2014.

It is also based on the DfE statutory guidance Supporting Pupils in School with Medical Conditions: September 2014, updated August 2017.

3. Roles and responsibilities:

The Governing Body is responsible for ensuring arrangements are made for supporting students with medical conditions. The school has a 'duty of care' in common law to act like any prudent parent and this extends to appropriate care and support, administration of medication and acting in an emergency. The school should consult health and social care professionals, pupils, and parents to ensure needs are understood.

In the role of employer, the school is responsible for ensuring all correct procedures are followed and staff are adequately trained to carry out their duties with regard to supporting students with medical conditions. In the case of any legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible.

The Head of School will ensure all staff are aware of this policy and understand their role in its implementation; they will ensure that a sufficient number of trained staff are available to deliver against all individual healthcare plans (IHCPs) and identified student medical need. Further, they will ensure staff are appropriately insured to carry out these roles.

Senior First Aider will consult with schools nursing service and other healthcare professionals, as required, to support students with medical needs. They will share information with the wider staff team as needed. They will develop and implement IHPs in conjunction with the SEN team, as appropriate. They will oversee the procedures around medication in school.

All staff will know what to do, i.e. who to call for assistance when they become aware that a student with a medical condition needs help. All staff will be aware of emergency procedures.

Teachers who work with students will consider the needs of those with medical conditions who they teach and make any necessary adjustments.

Members of staff may be asked to provide support to students with medical conditions, although they will not be required to. Those staff who take on these responsibilities will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. This includes the administration of medication. Staff will follow the procedures outlined in this policy, however in the case of any incidents, including accidental errors in the administration of medication, the staff member will report to their line manager who will make the necessary contact with parents/carers, seek advice from 111 and record in line with school procedures. In case of emergency, 999 will be called.

Parents/carers are responsible for providing the school with up-to-date information about their child's medical needs and will be involved in the development and review of Individual Healthcare Plans (IHPs). Parents will provide written consent for the administration of any medication and will supply medication that is 'in date', in original packaging and with original instructions on prescription labels. Parents will be responsible for collecting any unused medication at the end of term.

Students with medical conditions are best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and IHPs. They will be expected to comply with their IHPs.

4. Equal Opportunities:

Equality of opportunity is a fundamental aspect of this policy. Medical needs should not be a barrier to students playing a full and active role in the life of the school.

5. Individual Healthcare Plans (IHP):

Individual Healthcare Plans are completed to help the school support the student effectively with their medical condition. They provide clarity as to what should be done and by whom and will be written in consultation with the parent/guardian and, where appropriate, the student. These should be reviewed annually or earlier if the young person's needs change.

When the school is notified that a young person has a medical condition there will be a discussion with parents and, where necessary, a healthcare professional about whether an IHP would be appropriate.

Any pupil with an allergy that could result in medical attention will need an IHP.

If a student with an Educational Healthcare plan (EHCP) also has a medical need, then the IHP will form part of or be linked to the EHCP. Where a child has special educational needs (SEN) but does not have an EHCP their SEN should be mentioned in their IHP. It will be agreed on an individual basis between the SEND faculty and the senior first aider who takes the lead in completing the IHP.

IHPs will be drawn up with the school, parent and relevant healthcare professional. The student will be involved wherever appropriate.

The following will be considered in the IHP:

- Medical condition including signs, symptoms, triggers, treatment
- The student's resulting need, including medication, testing, dietary requirements, environmental issues, etc
- Specific support for the student's educational, social and emotional needs
- Level of support needed, including in emergencies
- Medication needs, including administration/ self-administration
- Who will provide support and any training needs for staff
- Who in school needs to be aware of this condition/ confidentiality issues
- Any additional arrangements for school trips or other activities
- Who to contact in an emergency and what constitutes an emergency for this individual

The IHP will be made available for all staff to read and will be attached to the student's pupil profile if they have one. This will be available on Arbor and linked to the SEN google sheet where relevant. This will include all information that is necessary for staff to know to support the student and to keep them safe in school. Any other information, especially any confidential information, will be kept in the student's file in the first aid office or SEN faculty office.

Where an emergency action plan is also required. This will be cited at the top of the IHP.

6. Day trips, residential trips and sporting activities outside of school:

It is unacceptable practice for schools to prevent children from participating, or create unnecessary barriers to children participating in, any aspect of school life, including school trips. This means that a school cannot, for example, require parents to accompany the child on out of school activities. There is a presumption in favour of pupils participating in out of school activities and sports, unless there is express medical evidence advising against it.

Teachers should be aware of how a child's medical condition will impact on their participation in the activity. A risk assessment should be carried out prior to the activity in consultation with the pupil, their parents and any other relevant healthcare professionals.

The Health and Safety Executive recommend the following points to schools:

- Appropriate parents should be given information about the planned activities. This should explain the precautions that will be put in place, why they are necessary, and making sure that they work in practice.
- Staff should know when and how to apply contingency plans, where they are necessary.
- Staff should heed advice and warnings from others, for example those with local knowledge or specialist expertise (especially for higher-risk activities).

7. Managing Medicines:

Any medication is only to be administered in school if it is detrimental to the student's health or attendance to not do so **and** if there is written parental consent.

a) Medical consent forms:

Medical and emergency treatment consent is part of the application form that is required to be completed for any young person starting at Simon Langton Grammar School for Boys. The school should be advised of any pre-existing conditions/medications to enable the school to put procedures in place as early as possible. Parents are asked to keep the school updated with any changes throughout their child's time at the school. If an IHCP is considered appropriate, then medical consent will form part of this.

b) Prescription medication:

Prescription medicines are such that have been prescribed by a medical professional.

They must only be accepted into school if they are in their original container with the prescriber instructions.

Details of medication needs in school must be in the IHP or on a medical consent form, and be signed by a parent and the Senior First Aider.

Parents should look at doses and timings to try and avoid the need to take the medication in school hours if possible. First two doses of any new medication must be given at home rather than at school in case of any allergic reaction.

A member of staff may administer medicine to the student for whom it has been prescribed, according to the prescriber instructions and where details are in an IHP or medical consent form signed by a parent.

Students may carry their own medication if they are deemed to be responsible and have the written consent of their parents.

If agreed by the parent, the school will look after the medication on behalf of the student, and it will be locked up with access only by approved members of staff.

Parents are responsible for keeping school supplied with the medication needed. It may be advisable for parents to consider 2 prescriptions, one for school and one for home.

All prescription medication given to students will be detailed on an individual medication administration record (MAR) sheet. Schools must keep a written record of all medicines administered to individual children, stating the amount of the prescription drug held in the school, and how much was administered, when and by whom. The school should store the medication in a non-portable container, but the pupil should know who holds the key to the container.

If a child refuses to take their medication, the school cannot use force. The parents should be informed so that alternative options can be considered.

Prescription medication will be returned to the parents when no longer required.

Appropriate training must be provided to staff expected to administer the medication and only named staff should have access to it, although it should be easily accessible in an emergency. If staff must administer the medication, they should do so in accordance with the prescriber's instructions.

c) Emergency rescue medication:

All emergency medication e.g. inhalers, adrenaline pens (auto injectors), dextrose tablets, must be readily accessible but stored in a safe location known to the young person and to relevant staff.

Young people who require emergency rescue medication should always have access to this, including on their journey to and from school. Where a young person is deemed competent, they should keep medication with them. All other emergency medication, including spares, will be kept outside the admin offices.

How to recognise and respond to a young person in an emergency situation that requires medication will be clearly stated as an emergency action plan at the top of their IHP.

Staff will receive annual training in how to respond and how to use emergency rescue medication.

d) Non-prescription medication:

Paracetamol and anti-histamines can only be given by designated staff to students where parents have given written permission. This may be on a IHP or on a medical consent form. Parents will supply the non-prescription medication and clearly name the medication. This will be recorded on the administration of medication sheet and all students should go to the first aid room to take the medication; students will be responsible for keeping the non-prescription medication on them throughout the day with parental permission.

School staff will never give aspirin or ibuprofen-based medication to a student unless prescribed by a doctor.

e) Controlled drugs:

Controlled drugs are prescription drugs that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments.

A student who has been prescribed a controlled drug may have it in their possession if competent to do so, but they must not pass it to another student. All other controlled drugs must be kept in a secure cupboard in the first aid room, or in KS3 base for specific named students and only named staff will have access to this.

A record of all controlled drugs held and administered will be kept by the senior first aider in the first aid room and in KS3 base for identified students.

In all other respects, controlled drugs will be dealt with as detailed above under prescription medication.

f) Storage of medicines:

Medicines are kept locked in a cupboard in the First Aid office or in the locked cupboard in KS3 Base, medicine that must be stored in a fridge is kept in the First Aid office. Medicines are administered by the Senior First Aider or other members of staff who have received the appropriate training and have been deemed competent. The list of these people is held by the senior first aider.

Students may carry their own medication if they are deemed to be responsible and have the written consent of their parents.

g) Record keeping:

All medication given to a student in school will be recorded.

Students who require medication on a regular basis will have their own medication administration record (MAR) sheet, on which any medication they receive in school will be written, with date, time, medication and dose, and the initial of the staff member who administered it.

Students who only need 'as required' medication, will be entered onto a general MAR sheet with their name, date, time, medication and dose, initial of staff member who administered it and confirmation that parents have been informed.

Any controlled drugs given to students in school will require two staff members to sign the MAR sheet.

See Appendix 3 for examples of MAR sheets

8. Managing medical needs and medication on trips and outings:

Children with medical needs will be encouraged to take part in visits and trips. It is the responsibility of the teacher leading the trip to ensure that any specific and additional needs are fully explored and included in the risk assessment for the trip, and that individual student risk assessments and IHP are included. If the trip is abroad the appropriate international number should be on the IHP.

All staff taking part in the trip will be briefed about any emergency procedures for individual students as needed. The trip leader or allocated responsible person will have copies of care plans and risk assessments including emergency contact numbers.

9. PE, games, sports:

Any restriction to sport must be noted in the IHP. Flexibility will be planned to allow students to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

10. Staff training:

Simon Langton Grammar School for Boys will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. Details of staff training will be recorded and kept for reference with personnel.

In some individual cases, external support from professionals may be required to ensure staff are adequately trained to offer support to the student.

11. Guidance for school staff on student sickness or injury:

If a young person complains of sickness or injury, advice should be sought from the Senior First Aider or the designated first aider in school or the trip leader if the student is on an educational visit, who will then liaise with the relevant school staff and a judgement made about any treatment required or whether to call parents/send home or return to lessons.

Staff who administer first aid or medication should where possible have another adult present.

12. Emergency Procedures:

a) Contacting the emergency services:

A first aider should make a judgement call as to whether the emergency services should be contacted. Parents should also be informed.

The following procedures should then be followed:

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
- 2) your name
1. your location and postcode - Simon Langton Grammar School for Boys, Langton Lane, Nackington Road, Canterbury, CT4 7AS
- 3) provide the exact location of the patient within the school setting
- 4) provide the name of the child and a brief description of their symptoms and where possible information from the individual health care plan
- 5) inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
2. if on a trip – give location, postcode and as much detail about the location as possible; what 3 words can be helpful to emergency services

b) Defibrillator:

The school has a defibrillator located in the main reception and by the PE/sixth form building. The receptionist has a list of trained staff on site.

Appendices:

1. Individual Healthcare Plans
2. Medical consent form / medication consent form
3. MAR sheets

INDIVIDUAL HEALTH CARE PLAN

Date completed.....by.....(staff member)



Name	Form	Keyworker or Tutor	Diagnosis Include photo of student
Medical Needs - e.g. symptoms, triggers, signs, need for treatment, equipment or devices required, etc		What we can do to support - Outline any treatment that will be carried out in school and by whom	
Daily Care Needs - list treatment/ medication at home and school		Medication to be held in school - list all and any details about storage	Administration of medication in school - self-administered or adult supervision required
Emergency situation what constitutes an emergency for this child?		Outline action required in an emergency	Additional information for PE, Games or other similar activity
			Additional information for out of school trips

Signed and agreed (parent/ guardian).....(date).....
(student).....(date).....

IHP REVIEW DATE

Appendix 2



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL:

Surname:

Forenames:

Address:

M/F:

Date of Birth:

Class/Form:

Condition or illness:

MEDICATION:

Name/Type of Medication (as described on the container)

For how long will your child take this medication

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name:

Daytime Telephone No.

Relationship to Pupil

Address:

.....

I understand that I must deliver the medicine personally to the Senior First Aider in the container it was prescribed in with the pharmacy instructions and accept that this is a service, which the school is not obliged to undertake.

Date:

Signature(s):

Relationship to pupil:

