



# **Supporting pupils at school with medical conditions**

**Including the Administration and storage of  
medication**

Reviewed: June 2023  
Next review: June 2024

<b>Principal</b>	Shereka James
<b>Designated Safeguarding Lead:</b>	Ben Howe
<b>School Nurse</b>	Cathy Carroll
<b>Review Cycle:</b>	Annual
<b>Governing Body Ratification</b>	June 2023
<b>Date shared with Academy Staff</b>	September 2023
<b>Review Date</b>	May 2024
<b>Legal Framework</b>	Children Act 1989 (as amended 2004 Section 52) Education Act 2002 s175/s157 The Teachers Standards' 2012 Children and Families Act 2014
<b>Department for Education and Local Advice and Guidance</b>	Keeping children safe in education 2023 Supporting pupils at school with medical conditions First aid in schools AED guide for schools

Introduction ..... 4

1. Aim of the Policy ..... 4

2. Long term Health needs..... 4

3. Information Sharing ..... 5

4. Staff Training..... 5

5. Trips and residential visits..... 5

6. Short term health needs ..... 6

7. Administration and storage of Medication in the Academy..... 6

Administration ..... 6

Storage..... 7

8. Administering Paracetamol in the Academy ..... 7

9. Appendix 1: Health Care Plan ..... 8

## **Introduction**

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

*(Department for Education, Supporting pupils at school with medical conditions 2015<sup>1</sup>)*

### **1. Aim of the Policy**

The aim at Skinners' Academy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy, achieve their academic potential, and 'Be the best you can'.

The Academy Nurse will consult with other health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are effectively supported.

**At all times the Academy will work in partnership with the pupil, family and other health and social care agencies to ensure the pupil is fully supported.**

### **2. Long term Health needs**

- Overall responsibility will fall to the Principal; however, the safeguarding team will lead on ensuring all aspects of the pupil's needs are met both physically and emotionally.
- All year 7 pupils and those joining the Academy at a later date will be given a health questionnaire to complete as part of the admission process.
- Where health needs are stipulated contact will be made as soon as possible, ideally within two weeks, and arrangements made to meet with parents and pupil to discuss further.
- If a health care plan is required, this will be completed by the Academy Nurse on the guidance of the parent/carer and pupil. A generic template has been created and can be adapted to suit each individual (a copy can be found in the appendix). If a more specialist care plan is required, for example for diabetes or epilepsy, the Academy nurse will contact the pupil's specialist nurse practitioner who will complete the pupil's care plan. Care plans will be reviewed annually, or earlier if evidence is presented that the child's needs have changed.
- When the Academy is notified that a pupil has developed a medical condition all steps will be carried out to ensure their needs are met. Parents and pupil will be asked to meet with the Academy Nurse, and other health professionals if appropriate, to put a plan in place.
- A comprehensive list of pupils with health needs will be kept by the Academy Nurse and will be updated as and when new information is received. An annual update will take place as year groups change.
- Both physical and mental health needs will be treated with the same importance, however the Academy recognises that there may be issues of confidentiality where mental health issues are concerned and these will always be treated with delicacy, being mindful of the families' wishes wherever possible.
- Pupils may be issued with exit passes (for example a toilet pass which will have their picture on so the pupil can be identified) for the classroom. Their health page in their planner, when

completed by them, will have information they can show members of staff if they need assistance.

### **Pupils absent from school for an extended period due to illness.**

- The Academy Nurse will liaise with parents during any period of extended illness that causes long term absence.
- When the pupil can complete some work, the academy will provide this, and pastoral team will co-ordinate with the Pupils teachers.
- A short period of home tuition will be considered (via Academy 21), and a referral made for pupils residing in Hackney, if the pupil meets the criteria.
- When the pupil is ready to return to school, reasonable adjustments will be considered if requested by the parents or the health professionals involved in their care.
- This can include a reduce timetable or adapted timetable until the pupil is fully recovered.

### **3. Information Sharing**

- The Academy will always respect the family's request for confidentiality.
- Staff will be informed of specific health needs on a need to know basis with pupil and parental consent.
- Health needs will be recorded on SIMS where appropriate and a health care plan uploaded.
- Where necessary the SEND co-ordinator will be involved in discussions regarding those pupils with SEN, disabilities or an EHC plan.

### **4. Staff Training**

- Nominated staff will be trained in 'Emergency First Aid at Work' by an outside provider. This training will be updated every 3 years.
- All members of staff will also have awareness training in Diabetes, Anaphylaxis, Epilepsy, and Asthma provided by the Academy nurse.
- For medical conditions and more complex needs where training has not already been provided for staff, arrangements will be made for specialist nurses to visit the Academy to provide the necessary training.
- Training in the use of the defibrillators will be provided by the academy nurse to all first aiders within the school.
- A core group of non-teaching staff will be available for cover in the absence of the Academy Nurse.
- For Asthma a separate policy and action plan is in place.

### **5. Trips and residential visits**

- All pupils regardless of health needs will be encouraged to take part in school visits, residential trips, and other school activities outside the normal timetable.
- Risk assessments will be conducted on all trips and as part of the risk assessment all medical needs will be discussed with the Academy nurse.

- Where appropriate a first aider will accompany each trip and specific training will be given if required. For example if a pupil with an emergency auto-injector is going on the trip a member of staff with auto-injector training must go with them.
- No pupil will be allowed to go on a trip if they do not have their medication or equipment with them on the day.

## **6. Short term health needs**

- For pupils with short term health needs, for example recovering from an operation or a short illness that requires the pupil to need short term support in school, the same procedure will be followed as for those with long term needs.
- Prescribed medication will only be given in school if required 4 times a day; parents will be advised that medication given 3 times a day can be administered at home.
- Medication will be stored and administered in line with the Administration and storage of medicines section of this policy.
- A *Request to administer medication* form will need to be completed by parent/carer.
- It will be the pupil's responsibility to come to the medical room at the agreed time for their medication.
- If the pupil refuses the medication the parent/carer will be informed.

## **7. Administration and storage of Medication in the Academy**

### **Administration**

- Skinners' Academy will only administer medicines at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Where medication during the Academy day forms part of the care plan a *Request to administer medication* form will need to be completed by parent/carer, it will be the responsibility of the Parent/carer to bring the medication into the Academy, ensure the medication comes in the original box / container with prescription instructions intact and ensure that adequate supplies are provided.
- The same will happen for a pupil who requires short term medication during the school day.
- It will be the pupils' responsibility to come to the medical room at the agreed time for their medication.
- If the pupil refuses the medication the parent/carer will be informed.
- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures and this will be reflected within individual healthcare plans.
- Pupils will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. For example, inhalers and Epi-pens.
- Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision. This will be given by the Academy Nurse or in her absence another appropriate member of staff who has had sufficient training.
- If it is not appropriate for a pupil to self-manage, their medicines be managed by the Academy nurse.

- If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.
- Aspirin or ibuprofen will not be given in the academy unless prescribed by a doctor.

### **Storage**

- All medication at Skinners' Academy will be stored in a locked medicine cabinet.
- Controlled drugs will be locked in a compartment in a separate locked cabinet. Specified Academy staff may administer a controlled drug to a pupil for whom it has been prescribed and in accordance with their care plan.
- The Academy will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. This will be recorded in the register of medicines held.
- The exception to this is insulin, which must still be in date, and will be stored in the medical room fridge.
- Spare devices such as asthma inhalers, blood glucose testing meters and epi- pens will be readily available from the medical room, they will be stored in unlocked cabinets, both pupils and staff will know where they are.
- Staff administering medicines will do so in accordance with the prescriber's instructions.
- A record will be kept of any doses used and the amount of the medication remaining, time medication was administered and by whom.
- Sharps boxes will always be used for the disposal of needles and other sharps.

### **8. Administering Paracetamol in the Academy**

- This initiative is in place so that a pupil can be given a dose of Paracetamol in the event of headache, toothache, period pain etc. after all other efforts have been made to ease their pain.
- As part of the health questionnaire parents will be asked to sign consent for paracetamol form.
- If a pupil still complains of pain even after having a drink, sitting quietly or lying down, we will contact the parent by phone to ask permission to give a dose of Paracetamol. (The dose will be the recommended dose for the pupil's age). A written record will be kept when the Paracetamol is given, and an entry made in their planner as confirmation for parents/carers.
- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- It is a legal requirement that the Academy has written permission from parents/carers of pupils before Paracetamol is given, and wherever possible verbal consent will also be sought.

9. Appendix 1: Health Care Plan



Health Care Plan

<p><b><u>Name of pupil:</u></b></p> <p><b><u>Date of Birth:</u></b></p> <p><b><u>Address:</u></b></p> <p><b><u>Advisory Group:</u></b></p>	
--	--

**Medical Details / History**

--

**Treatment / Medication Prescribed;**

--

**Side Effects**

--

**Daily care requirements:**

**Action to be taken in an emergency;**

**Contact Details**

**Parents/ carers**

<b><u>GP</u></b>	<b><u>Paediatrician</u></b>
------------------	-----------------------------



**Parent / Carer / pupil agreement**

**I will inform the Academy of any changes to ..... condition and provide written medical evidence to support this.**

**I agree to the Academy Nurse Mrs Carroll contacting other health Professionals concerning ..... condition and treatment.**

**Parent Signature**

**Print name**

**Pupil Signature**

**Print name Date**

**Staff Signature**

**Print Name**

**Review**

## Appendix 2

<b>Where</b>	<b>What</b>
<b>Summary</b>	
<b>Opening page</b>	<b>Review dates updated</b>
<b>Page 3</b>	<b>Link added to updated guidance Endnote added</b>
<b>Page 4</b>	<b>Updated info to reflect that The academy also has an Educare subscription for online learning that includes a range of first aid based courses for CPD purposes</b>
<b>Appendix 2</b>	<b>Added to track changes in line with ongoing improvement to policy formats agreed at GB.</b>

---

*([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf))*