



Hamstead Hall Academy

SUPPORTING CHILDREN WITH MEDICAL NEEDS AND ADMINISTRATION OF PRESCRIBED MEDICINES POLICY

Name of School: HAMSTEAD HALL ACADEMY TRUST
Member of Staff Responsible: KATE EMSON
Consultation: This policy has been drawn up by the staff and Governors at Hamstead Hall Academy Trust , following recommendations from Birmingham Local Authority.

Background:

This policy has been written using guidance from Department for Education:

- “The Administration of medicines in schools and settings January 2015
- “Supporting pupils with Medical Conditions” – DFE 2014

At Hamstead Hall Academy Trust, we maintain close links with parents, carers and agencies such as the school nurse and any others providing for pupil health.

Community nursing teams are a valuable resource for school to seek advice and support in relation to children with a medical condition.

School nurses can be contacted at:
Central Birmingham School Nurse Team on 0121 465 4481

As an academy trust we:

- Ask parents/carers to take responsibility for ensuring that their child is well enough to attend school. Please note that parents/carers should keep their children at home if acutely unwell or infectious see appendix “Guidance on infection control in schools and childcare settings”
- The academy trust will ensure a safe and clean environment and promote good hygiene practice amongst staff and pupils.
- Seek to support any child with long or short term medical needs. The administration and management of medicines is part of this process.
- Request that, wherever possible, parents ask doctors to prescribe medicines which can be administered outside the school day.

- Recognise that, at times, it may be necessary for medication to be administered in the academy trust. In such cases, agreed procedures must be followed and medication should only be administered when all other options have been explored.

On Admission to the Academy Trust:

On admission, all parents and carers will be asked to complete an admissions form, giving full details of any known medical conditions including allergies and dietary requirements. They will also be required to disclose any regular and/or emergency medication along with emergency contact details, the name of the family doctor, any hospital consultants.

Administration and Storage of Medication in the Academy Trust:

Should a pupil require medication during the school day, parents / carers must come into school to speak to the Head of Year.

Pupils who need to will carry their own EPIPENS and asthma inhalers in their zip blazer pockets. Prescribed antihistamine or other medications will be kept in a locked cupboard in the administration office. It is the parent/carers responsibility to ensure these are full and in date.

All requests must be agreed with the Executive Principal

If agreed:

- The medication must be prescribed by a doctor and be in its original container, with the child's name and dosage clearly visible on the label. The academy will not accept items of medication in unlabelled containers with another name on it or out of date.
- A request form must be completed by the parent / carer and signed by the Executive Principal. The medication must be handed over to the member of staff responsible.
- A "Record of the Administration" form will be completed and signed after each dose by the member of staff responsible (other than inhalers).
- The academy trust must be notified in writing if the medication is to change or cease.
- The parent must take responsibility for replenishing the supply.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

Asthma

Children with asthma should be responsible for their own inhaler. The inhalers must be clearly marked with the child's name.

Children with Medical Needs:

Should a new pupil be admitted having medical needs or should a condition develop for an existing pupil, the academy will arrange to discuss their needs in a partnership meeting between the parents, the academy nurse and/or other medical advisors.

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. Plans capture the key information and actions that are required to

support the child effectively. They provide clarity about what needs to be done, when and by whom.

Where a child has an individual healthcare plan, this clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. A number of pupils have plans which can be found in a file on support, in KEEs office and on the Pdrive.

Individual healthcare plans (IHCP's) should be drawn up in partnership between the academy, parents/carers, and a relevant healthcare professional, eg school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. IHCP's are monitored and reviewed annually or sooner if initiated by a healthcare professional.

A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.

The Deputy Head of School will arrange for any training needs to be met. These should have been identified and assessed during the development or review of individual healthcare plans.

Out of School Activities and Educational Visits:

It is essential that a full risk assessment is undertaken before every off-site visit. This must include an assessment of the possibility of administering medication or medical treatment.

The Deputy Head of School must ensure that appropriate arrangements have been taken into account for administering medication during educational visits and the needs of the child (anyone leading a trip should consult with her about any child with medical needs going on the trip).

All staff involved in such visits must be made aware of any pupils with medical needs, what medication or action is required or what medication or action may be required in an emergency. Care plans will be kept in central folders in the main school office, Miss Emson's office and the staff room. They will also be available electronically on the Pdrive so that all staff who have contact with children are able to access information when necessary.

Storage and Disposal of Medication:

- All medication, with the exception of Epipens and blue reliever inhalers, must be kept in a locked cupboard. A record must be maintained of the medicines held in the academy.
- Antibiotics should rarely be given in school. However, if on rare occasions they are stored in the academy, they should be kept within a clearly labelled container in the fridge.
- Each half-term, medicines kept in the academy will be checked. Parents will be asked to dispose of any medication that is out of date. Any out-of-date unclaimed medicines will be taken to the local pharmacy for disposal. The record for medicines in the academy will be amended accordingly.

Roles and Responsibilities:

The Governing Body and staff will ensure that pupils with medical needs receive appropriate care and support whilst at the academy, including making sure that a policy for supporting pupils with medical conditions in the academy is developed and implemented.

The Executive Principal (EP) will accept responsibility for members of the academy staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

The EP will ensure that all staff who have agreed to administer specialised medication will receive appropriate training. Training should include the risks and legal liabilities involved and how to deal with emergency situations.

The Deputy Head of School will also ensure that all relevant staff are suitably trained and made aware of any child's condition. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The Deputy Head of School will ensure regular training related to emergency medication and management of medical needs will be undertaken by all staff as recommended by Birmingham Health Authority, e.g. asthma, epilepsy and allergies.

The Deputy Head of School will ensure that during staff absence, the supply staff are fully briefed on any child with a medical condition.

Other healthcare professionals, including GPs and paediatricians, should notify the academy nurse when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and are involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Hamstead Hall Academy Trust regularly takes advantage of epipen training for all staff and diabetes and asthma training to key staff.

Unacceptable Practice

Although the academy should use its discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing/administering their inhalers/medication
- Assume children with the same condition require the same treatment
- Ignore the views of the child/parents, or ignore medical evidence/opinion (although this may be challenged)
- Send children with conditions home frequently or prevent them from doing normal school activities unless specified in their plan
- If the child becomes ill, send them to the academy office or medical room unaccompanied. **All pupils must be accompanied.**
- Penalise children for their attendance record if absences are related to their condition
- Prevent pupils from drinking, eating or toilet breaks whenever they need to in order to manage their condition
- Require parents/carers to feel obliged to attend school to administer medication or support the medical needs of their child
- Prevent children from participating in any aspect of school life

Claims of Alleged Negligence:

Hamstead Hall Academy Trust's Insurance Policy indemnifies its staff against claims of alleged negligence when administering prescribed medication, providing that:

- they are acting in a reasonable manner and in the best interests of the pupil/s
- they have received appropriate training.

Any claims for alleged negligence would be directed against the insurance holder ie Birmingham City Council and not against the individual concerned.

Complaints

Should parents/carers or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the academy.

Formal complaints should be made via the academy's Complaints Procedure.