



Medication Policy Principles

Status of Policy

Date

Agreed by Trust Board

Spring 2019

Next Review

Spring 2021

Rationale:

Balmoral Learning Trust endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in Trust schools is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking medicines, nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to Trust schools as other children and cannot be excluded from Trust schools on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both at a Trust school and off site, for example during trips and visits. The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the Trust school with any relevant information.

This policy is to be read in conjunction with Statutory Framework for the Early Years Foundation stage (DfE, 2012,) Supporting pupils at school with medical conditions (DfE 2014,) Section 100 of the Children and Families Act (2014,) Safeguarding policy and Balmoral Learning Trust' Health and Safety policies.

Each School or Academy in Balmoral Learning Trust will base its individual Medication Policy on the principles and procedures contained in this document.

Aims:

Balmoral Learning Trust schools aim to:

- Assist parents in providing medical care for their children.
- Educate staff and pupils in respect of special medical needs.
- Adopt and implement any national policies in relation to medication.
- Arrange training for staff who volunteer to support individual pupils with special medical needs.
- Liaise as necessary with medical services in support of the pupil.
- Ensure that pupils with special educational needs are enabled to access the full life of Trust schools where possible.
- Maintain appropriate records.

Entitlement:

Balmoral Learning Trust accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The Trust believes that pupils with medical needs should be enabled to achieve full attendance and receive necessary proper care and support.

The Trust accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved.
- Receiving appropriate training.
- Work to clear guidelines.
- Have concerns about legal liability.
- Bring any concerns they have about supporting pupils with medical needs to the Head Teacher in each individual school.

Expectations:

We do not expect parents to ask staff to administer medication unless it is absolutely essential. Staff will be asked to administer medication if:

- it needs to be administered four times a day
- it is necessary that this takes place during school hours
- the pupil is unable to do so him/herself either because of the complexity of the procedure or because the pupil would not normally have access to prescription medications without supervision.

Where parents have requested that staff administer prescribed medication for their child The Trust expects them to ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed and printed clearly on the pharmacy label. The name of the pharmacist should be visible on the label. Any medications not presented properly will not be accepted into a Trust School by staff.

Each school within the Trust will deal with each request to administer medication or offer other support to a pupil with special medical needs separately. Trust schools will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Practice:

When a parent requests that we administer medication in a Trust School the following procedure will take place:

- The School's identified member of staff for handling and controlling medication will consider whether or not to accept the request for medication.
- The identified person for handling and controlling medication will work with the parent to set up a care plan for the pupil which will be used to consider the request for medication.

- The identified member of staff may discuss with the Head Teacher/Deputy Head Teacher/Business Manager the request and obtain parents written consent for the administration of the required medication.
- If they are in agreement, the school will undertake a risk assessment to consider the viability of administering the medication in the academy.
- If it is viable for the school to administer the medication the parents will need to provide the medication in the correct form.
- The school will ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person who will administer the medicine, and that each time the medication is administered that the medication record is completed.
- At the end of the treatment period, or at the end of term, or at the end of the academic year (whichever is appropriate) any left over medication will be handed back to the parent/carer by the identified person for handling and controlling medication.
- If the parent/carer does not come to the academy to collect the left over medication, it will be destroyed using approved methods and this will be recorded on the medication record.
- When the pupil comes to the end of his/her course of treatment, the care plan will be marked 'treatment completed' but will be retained on the pupil's record should it be needed for future reference.
- The school will also keep the medication record in the academy's archives so that any future queries can be resolved.

Care Plans:

Healthcare plans must be drawn up for any child with a medical condition that needs management. CP will include detailed instructions on day-to-day management on the condition together with procedures to be followed in an emergency and the level of support required. The School Nurse will work closely with the school, parents and healthcare professionals in formulating the Care Plan. The school nurse will deliver any necessary training in conjunction / consultation with other agencies. The School Nurse will also deliver refresher training annually, or as required. Health Care Plans will be kept in a file in the school office. The Head Teacher and Senior Leadership Team, class teacher and the school's First Aiders will be informed of the child's needs.

Controlled Drugs:

The Head Teacher, Deputy Head Teacher or Business Manager must be informed if controlled drugs are being stored on school premises.

Controlled drugs, such as Ritalin, Rectal Diazepam, Midazolam, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. No more than a week's supply of controlled drugs should be kept in school at any one time and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non-portable container and only specific, named staff allowed access to it. Each time the drug is administered it must be recorded,

including if the child refused to take it. The person administering the drug will receive appropriate training.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should **not** be thrown away.

Diabetes:

Trust schools will monitor pupils with diabetes in accordance with their Care Plan. Pupils with diabetes must not be left unattended if feeling unwell or sent to the office unaccompanied. Sharp boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's G.P. or Paediatrician and returned to the parent / carer when full for replacement.

School Trips:

It is the part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

Taking Medication on School Trips:

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication **must** be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Head Teacher Checklist:

- Nominate a responsible person
- Ensure appropriate training for named members of staff
- Adhere to policies and procedures outlined in this document
- The Local Governing Body of individual schools or academies within the Trust should base their policy on the contents of this document.