Barley Lane School's Medication policy

The staff of wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

1. The school's insurance will cover liability relating to the administration of medication.

- *Chloe Harber , Laura Spry, Nicky Berisford and Sarah Glanfield* will be responsible for *e*nsuring the following:

- Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
- Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis The transition process and communication between schools via CPOMs data transfers.

- Most individuals with medical needs do not require supervision on transport but appropriately trained escorts should be provided where this is necessary. Guidance should be sought from the parent and health professionals as to whether supervision may be required. This should be included on the Individual Health Care Plan. Employees should never take children to hospital in their own car unless accompanied by another member of staff and only then in emergencies. For students with medical conditions that require an Education, Health and Care plan, compliance with the Special Educational Needs and Disability (SEND) code of practice will ensure compliance with the law.

2. *Nicky Berisford is the Designated Medical Officer responsible for coordinating all medial policies and procedures and updates for pupils*

- *The school's defibrillator is kept in the main reception office and its purpose is to serve the schools community. It provides verbal*

instructions on how to use and should only be used via SLT approval. Monthly maintenance checks and information about this is available in the main reception

- *The Children and Families Act 2014 allows schools to hold emergency asthma inhalers and emergency adrenaline auto-injectors. Barley Lane School adopts this approach in keeping these emergency medical supplies in the main reception office.*

The above procedures will be monitored and reviewed by David Jones

3. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between *Barley Lane School*, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

   a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
   b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
   c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
   d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
   e) Arrangements for written permission from parents for medication
   f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
   g) The designated individuals to be entrusted with the above information
   h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

6. *David Jones* will have the final decision on whether an Individual Health Care Plan is required.

Students with asthma

7. *David Jones* has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack in the cupboard behind reception desk.

8. *Nicky Berisford and Sarah Glanfield* will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the asthma register
- Instructing all staff on how to access the inhaler
- Making all staff aware of who are the designated staff and how to access their help

9. *David Jones* will be responsible for ensuring that designated staff:

    - Recognise the signs of an asthma attack and when emergency action is necessary
    - Know how to administer inhalers through a spacer
    - Make appropriate records of attacks

10. *Nicky Berisford and the receptionist* will be responsible for the storage, care and disposal of asthma medication.

11. *Nicky Berisford and Sarah Glanfield* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

12. *Phillipa Richards* will be responsible for the supervision of administration of medication and for maintaining the asthma register.

13. *David Jones* will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

14. **Students with anaphylaxis**

15. *Barley Lane School* has decided to hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils who have been diagnosed with anaphylaxis and prescribed an auto-injector.

16. *David Jones* will be responsible for ensuring the following:

    - Instructing all staff on the symptoms of an anaphylaxis attack
    - Instructing all staff on the existence of this policy
    - Instructing all staff on how to check the pupil medical register
    - Instructing all staff on how to access the auto-injector
    - Making all staff aware of who are the designated staff and how to access their help

17. *Phillipa Richards and class tutors* will be responsible for ensuring that designated staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary
- Know how to administer the auto-injectors
- Make appropriate records of attacks

18. *David Jones and Jason Mccarthy* will be responsible for the storage, care and disposal of the adrenaline auto-injector.

19. *David Jones* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

20. *Phillipa Richards* will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.

21. *David Jones* will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

22. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.

23. Any parent/carer requesting the administration of medication will be given a copy of this policy.

- Prescribed medication will be accepted and administered in the establishment only by agreement with the school

24. Non-prescription medication will not be accepted and administered in any circumstances unless there is written permission from parents or carers prior to it being administered

25. Prior written parental consent is required before any medication can be administered.

26. Only reasonable quantities of medication will be accepted (no more than two week's supply).

27. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or *Phillipa Richards* authorised by the Headteacher.

28. Each item of medication should be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

29. The school will not accept items of medication which are in unlabelled containers or not in their original container.

30. Unless otherwise indicated, all medication to be administered in the school will be kept in *Locked Kitchen Storage*

31. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.

32. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.

33. Where it is appropriate to do so, students will be encouraged to administer their own medication - if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students ***will not be*** allowed to carry these.

34. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.

35. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.

36. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.