

WILLAND SCHOOL

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

1. The staff of Willand School 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.
2. The school's insurance will cover liability relating to the administration of medication.
3. Hannah Telling will be responsible for ensuring 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). Prior to the child attending school meetings will be held with parents/carers, health professionals and other appropriate outside agencies to enable a health care plan to be created. Staff will then be trained to support the child with their medical needs according to the plan. This will be reviewed once a year.
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis within two weeks of the child starting school the above procedures will be followed to create and implement a health care plan
 - Procedures to be followed for asthma inhalers/spacers. For any child who has been diagnosed with asthma their parent/carer must complete a *Parental Agreement to Administer Medicine* form. This will constitute a Health Care Plan for the child. Children needing medication and inhalers must leave them in the office. When specifically requested by their parent (who must complete the relevant section of the *Parental Agreement to Administer Medicine* form) a child may carry an inhaler at all times but an additional inhaler must be left at the office to be used if they forget to bring their inhaler with them.

The staff should have a clear understanding of what to do in the event of a child having an asthma attack. While it is impossible to give rules to suit everyone as asthma varies from child to child, the following guidelines should help.

1. Ensure that the reliever medicine is taken.
2. Stay calm and reassure the child - do not put an arm around the child's shoulder as this is very restrictive.

3. Help the child to breathe - encourage slow, deep breathing.

Asthmatic children may need to take their reliever inhaler (blue) before exercise. Inhalers should be taken with the child when going swimming or when away from school premises during school hours.

If there is any doubt in the mind of staff they should contact Mrs Goff, Mrs E Butt, Mrs T Phillips, Mrs E Roberts, Mrs K Williams First Aiders or the Headteacher.

The Medicine Administration Book must be checked prior to administering medication. When an inhaler has been administered it should be recorded in the Medicine Administration Book.

4. The above procedures will be monitored and reviewed by Hannah Telling
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Willand 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. Anne Hawkins or in her absence her representative will have the final decision on whether an Individual Health Care Plan is required.

THE ADMINISTRATION OF MEDICINE

7. 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.
8. Any parent/carer requesting the administration of medication will be given a copy of this policy.
9. Prescribed medication will be accepted and administered in the establishment.
10. Non-prescription medication will not be accepted and administered in any circumstances.
11. Prior written parental consent is required before any medication can be administered.
12. Only reasonable quantities of medication will be accepted (no more than one week's supply).
13. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or any member of the office staff all of whom are authorised by the Headteacher.
14. 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)
15. The school will not accept items of medication which are in unlabelled containers or not in their original container.
16. Unless otherwise indicated, all medication to be administered in the school will be kept in the medical room
17. 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 administer their own medication. Students will not be allowed to carry these with them.

18. 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.
19. 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.
20. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Grievance Procedure

21. Procedures for processing any grievances about the administration of this policy are given in the *School Complaints Procedure* document which is available on the school's website or as a paper copy from the school.

POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
17/11/14	New policy	HTe/AHi	04/12/14	Dec 17
30/11/17	Changes to First Aiders	HTe/AHi	30/11/17	Nov 20