



THE MOUNTBATTEN SCHOOL

School Improvement Committee

Medical Policy

(inc. Administration of Medicines, First Aid and Supporting Students with Medical Conditions Policies)

June 2021

Review Date: June 2025

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The Mountbatten School

Policy for supporting Students with Medical Conditions and administering medicines.

Aim

The aim is to ensure that all children 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 and achieve their academic potential.

Roles and responsibilities

In meeting the duty to make arrangements to support students with medical conditions the Executive Headteacher will accept responsibility in principle for members of the school giving or supervising students taking medication during the school day, where those members of staff have volunteered to do so.

Students with medical conditions are encouraged to take control of their condition and should feel confident in the support they receive from the school to help them do this. The Executive Headteacher shall ensure that staff are properly trained to provide the support that students need.

Please note: The Mountbatten School does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so. No student's health is to be put at unnecessary risk from, for example, infectious diseases. Parents/carers should keep their children at home if their state of health puts their child, or the health of others at risk.

Administration

1. Information regarding students' medical conditions is requested at the start of each new school year. Parents/carers of new students starting at other times during the year are also asked to provide this information on enrolment forms. It is the parent/carer's responsibility to ensure that medication comes into school on the first day of the new academic year. The school will only accept medication that is in date, labelled and provided in the original container as dispensed by a pharmacist that includes instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Each item of medication must be delivered to Medical Room by the parent/carer and clearly labelled with the following information:

Student's Name
Name of medication
Dosage
Frequency of administration
Date of dispensing
Storage requirements (if important)
Expiry date

The school will not accept items of medication in unlabelled containers.

Prescribed medication will not be accepted in school without a completed Medication Form signed by a parent/carer. These are available from the Medical Room.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parent/carer on a Medication Form

Where it is appropriate to do so, students will be encouraged to administer their own medication, however this is always under staff supervision. If required, medication can be administered by a member of staff of the same gender as the student, and witnessed by a second member of staff.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal.

If a student refuses to take medicines 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/carers should be informed so that alternative options can be considered.

It is the responsibility of the parent/carer to notify the school in writing if the student's need for medication has ceased or changed. Additionally, it is the parent/carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

If a student misuses medication, either their own or another student's, their parent/carer will be informed as soon as possible. These students are subject to the school's disciplinary procedures; please also note that passing medication to another child for use is an offence and will be dealt with under the school's Behaviour Policy.

1.1 Administration–Emergency Medication

All students with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. Students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

2. Storage

Medication is kept in a locked medicine cabinet out of the reach of students. Unless otherwise indicated all medication to be administered in school will be kept in this locked medicine cabinet. The school is responsible for the correct storage of medication. The Welfare Officer and Student Services Reception staff have access to the medicine cabinet.

All refrigerated medication is stored in an airtight container and clearly labelled. The refrigerator used for the storage of medication is located in the Medical Room, which is inaccessible to unsupervised students.

Emergency medication is readily available to students who require it at all times during the school day or at off-site activities.

Students are not permitted to carry medication around school, unless agreed by the school. Provision is made for some students to carry their emergency medication on them at all times. Students must keep their own emergency medication securely.

If healthcare professionals and parent/carers advise the school that their child is not yet able or old

enough to self-manage and carry their own emergency medication, it will be kept securely in the Medical Room.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Sharps boxes are used for the disposal of needles. Parent/carers obtain sharps boxes from the student's GP or paediatrician on prescription. All sharps boxes are stored in a locked cupboard in the First Aid Room.

Parent/carers/carers are responsible for the collection and disposal of sharps boxes when full.

3. Record Keeping

Administration of medicine is recorded and these records are available to parents/carers. Records offer protection to staff and students and provide evidence that agreed procedures have been followed. Parents/carers should be informed if their child has been unwell at school.

4. Trips

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it is not possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent/carer.

4.1 Residential visits

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. The school reserves the right not to admit a student onto a trip if medical advice suggests it would not be in the student's best interests to attend or if staffing ratios or destination would suggest the student could be at risk.

5. Healthcare Plan

For each student with a long-term or complex medical condition, an Individual Healthcare Plan is drawn up by the parents/carers and school, in conjunction with the appropriate health professionals. This may take place after a meeting with senior staff and will be completed by the Welfare Officer. Individual Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help and includes:

- Information about the student's condition
- Any medication name, dosage and timing
- Side effects of any medication
- Particular procedures, dietary needs, precautions
- What constitutes an emergency for the student
- What to do in an emergency.
- Who to contact in an emergency.

Where there is a concern about the ability of the school to meet particular healthcare needs, or where expectations go beyond what school considers reasonable, the Executive Headteacher will seek advice from relevant professionals which may include the school nurse and the student's GP. It is the parent/carer's responsibility to inform school of any changes that need to be included in their child's Individual Healthcare Plan. Individual Healthcare Plans are reviewed annually although an earlier review would be undertaken if evidence is presented to suggest the student's needs have changed.

5.1 Internal Information Sheets

Internal Information Sheets are drawn up for students with medical conditions which are unlikely to result in an emergency, but staff need to be aware of. Individual Information Sheets are developed by the school, in conjunction with parent/carers but not necessarily with health professionals. It is the parent/carer's responsibility to inform school of any changes that need to be included in their child's Internal Information Sheet.

5.2 Storage and access to Care Plans

Parent/carers are provided with a copy of the student's current agreed Individual Healthcare Plan or Internal Information Sheet. Individual Healthcare Plans and Internal Information Sheets are kept in a cupboard in the Medical Room and, if necessary, in emergency medication boxes, accessible only by members of staff. They are also kept on SIMs.

When a member of staff is new to a student group, for example due to staff absence, they are responsible for accessing the Individual Healthcare Plans or Internal Information Sheets of students in their care. Permission from the student and parent/carers is sought before sharing any medical information with any other party.

6. Staff

Staff who volunteer to assist in the administration of medication receive appropriate training/guidance through arrangements made with the School Health Service. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff are made aware of the procedures to be followed in the event of an emergency. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only if permission has been given on the Internal Information sheet, completed by the student's parent/carer.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

Staff understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonable prudent parent/carer. This may include administering medication.

Generally, staff should not take students to hospital in their own car. If this cannot be avoided the Executive Headteacher will make the decision and if a student needs to be taken to hospital, two members of staff will always accompany them and will stay with them until a parent/carer arrives. The school will try to ensure that one staff member will be one the student knows. If a student needs to be taken to hospital in an ambulance, one member of staff will accompany them and stay with them until a parent/carer arrives.

Training on common medical conditions is held once a year for staff. All staff attending receive a

certificate confirming the type of training they have had. A log of medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

School staff consider the issue of confidentiality for the student, when sharing medical information. Children have a right to participate in decisions about their lives, and the student (if s/he has the capacity) should be consulted, as well as the parent/carer, to agree who should have access to medical records and information about the student. Parent/carers should be informed that if information is withheld from relevant school staff, they cannot be held responsible if they act incorrectly in good faith.

7. Roles and Responsibilities

The school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parent/carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Executive Headteacher

The school's Executive Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure student confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Monitor and review the policy at least once a year, with input from students, parent/carers, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the school's medical conditions policy
- Know which students in their care have a medical condition and be familiar with the content of the student's individual Healthcare or Internal Care Plan, do not assume that all students with the same condition require the same treatment
- Allow all students to have immediate access to their emergency medication
- Maintain effective communication with parent/carers, including informing them if their child has been unwell at school
- Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom

- Be aware of students with medical conditions who may be experiencing bullying or need extra social support
- Understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students are not penalised for attendance if their record of absences is related to their medical conditions e.g. hospital appointments
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed. In addition, allow toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.

First aider

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school
- When necessary, ensure that an ambulance or other professional medical help is called.

The students at this school have a responsibility to:

Treat other students with and without a medical condition equally. Tell their parent/carers, teacher or nearest staff member when they are not feeling well. Let a member of staff know if another student is feeling unwell. Let any student take their medication when they need it and ensure a member of staff is called. Treat all medication with respect. Know how to gain access to their medication in an emergency. If mature and old enough, know how to take their own medication and to take it when they need it. Ensure a member of staff is called in an emergency situation.

The parent/carers of The Mountbatten School have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Individual Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities. Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates. Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

8. Complaints

Should parent/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's Complaints Policy.

9. Review

The school's policy for supporting students at school with medical conditions is reviewed every year and amended in line with the school's policy review timeline. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

* The term 'parent/carer' in this policy implies any person or body with parent/carer responsibility such as Foster Parent/carer, Carer, Guardian or Local Authority.

Policy approved by the School Improvement Committee Date:

Signed: Mr A Gunn

Date: June 2021

Chair of School Improvement Committee

Signed: Mrs J Hall

Date: June 2021

Chair of Governors