



MANAGING MEDICAL CONDITIONS AND MEDICINES POLICY

Agreed by Management Committee

Chair of Management Committee: Cllr Ketan Sheth

Date: 30th November 2022

Last reviewed	October 2022
Next Review:	October 2024 or legislative change
Version:	Final
Status:	Active

Managing Medical Conditions and Medicine Policy

Introduction

This policy has regard to statutory and non-statutory guidance from the Department of Education on [‘Supporting pupils at school with medical conditions’](#)

Parents of children with medical conditions are often concerned that their child’s health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children’s health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that Ashley College will provide effective support for their child’s medical condition and that pupils feel safe. In making decisions about the support we provide, Ashley College will establish relationships with relevant local health services to help us. It is crucial that we receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

Roles and Responsibilities	
Lead on Healthcare Planning	SENCO Louise Togher
First Aid Officer	Mrs Heidi Bennett Mrs Lata Bhudia Mr Frank Ofori Sampong
Medicine Administrator	Mrs Lata Bhudia

Aims

This policy aims to ensure that:-

- Pupils at Ashley College with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- Management committee will ensure that arrangements are in place to support pupils at the school with medical conditions.
- Management committee will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Relevant medical history is shared with staff through the personalised learning plan and/or healthcare plan. Any updates are notified through daily briefings.
- children with medical needs who have to take prescribed medication during school hours can play a full and active role in school life in line with Brent’s policy for children with health needs; and
- medication is properly managed or supervised, so that medical treatment plans are properly followed and health & safety assured.

Healthcare Plans

Information recorded on healthcare plans:-

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals will be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

In our Home / College Agreement parents are asked to agree to contact Ashley College before any medication is brought in or taken during teaching sessions.

Prescription Medicines at Ashley College

Medicines are only administered at Ashley College when it would be detrimental to a student's health or school attendance not to do so.

All parents / carers of pupils joining Ashley College are asked about medical conditions and medication as part of the entry procedures. Where a student needing medication during

school hours does not have a health plan (Form ACM1 – see Appendix), full information is recorded about medication on a:

- Parental agreement form to be signed by a person with parental responsibility, giving us permission to administer medicine (Form ACM 2).

It is the responsibility of parents / carers to provide Ashley College with prescription medicines that are in-date, in the original container (except for insulin which may be in pens or pumps), clearly labelled by the dispensing pharmacist and with instructions for administration, dosage and storage.

Where clinically possible medicines should be prescribed to enable them to be taken out of school hours. Medication will never be administered without a check on maximum dosages and when the previous dose was taken.

We keep any controlled drugs prescribed for students securely and only named staff have access unless the student is competent to have it in their possession. Passing it to another child is an offence. School staff may administer a controlled drug to students for whom it has been prescribed.

The Head teacher / Deputy Head have oversight of all medication held by the centre. Medicines are kept in a locked medical cabinet in the storage room (Office 2) next to the staff kitchen. If medication ever needed to be kept cold (ie “hypo kit”) it would be kept in the staff room fridge. Children must know where their medicines are stored and able to access them immediately. The medical cabinet key is held in a locked key press in Reception, accessed by the Administrator Fahima Rahman. Asthma inhalers, blood glucose testing meters and adrenaline pens will not be locked away but readily available.

Unused or out of date medication is returned to parents for correct disposal. If this is not possible, medicines will be taken to a pharmacy for correct disposal. Sharps boxes will be used for disposal of needles and other sharps.

The student’s role in administering medicines

We support those students who are competent to manage their own medicines and after discussion with parent / carers encourage them to take responsibility. Wherever possible students are allowed to carry their own medicines/devices to self-medicate quickly and easily. Some prescribed medicines must be carried by the student at all times, e.g. asthma pumps, anaphylaxis and diabetes medication. These students will have their needs recorded at the initial visit and we provide supervision where necessary.

Prescription Medication for Home Tuition Students

As part of Ashley College entry procedures, the Head teacher / Deputy Head will ensure that all tutors of students on home tuition are informed of their medical needs and any medication used. There is always a responsible adult in the home when teaching is taking place and medication administered or taken in the home is the responsibility of that person.

For home tuition students at venues outside the home, the procedures outlined for Ashley College will be followed. These tutors should have full information from the Head teacher / Deputy Head before students can self administer medication.

If the set procedure above is not appropriate alternative arrangements will be agreed with parents. The Head teacher / Deputy Head is the first point of reference for staff and parent / carers with any concerns.

Prescription Medication for students on visits

No student will be excluded from authorised school visits because of their medical/medication needs. For visits that last longer than a school day the Head teacher / Deputy Head will secure any necessary additional information from parent / carers and share it with staff members accompanying the visit. Relevant documents to be copied and taken with the student are:

- any health care plan
- how to contact emergency services
- signed parental agreement to administer medication; or
- request for child to carry his/her own medicine
- individual record of medication

The staff escort on any outing with a student with medication needs must include a person trained to administer the medication. Details of any medication given on the trip will be recorded – see below.

Non- Prescription Medicines

Staff do not give non-prescription medication to students without the prior knowledge of the Head teacher / Deputy Head. Pupils are not allowed to have non-prescription medicines in their possession without their agreement.

Non-prescription medicines are administered only after agreement and written instructions from parents / carers.

It must be noted that a student under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Record keeping

We maintain records of all medicines given to pupils in school hours or on school trips:-

- Record of medicine administered to an individual child (Form ACM 3).
- Record of medicines administered to all children on a cumulative basis (Form ACM 4).

These records are kept in a Medicines Book kept with the medical cabinet. When a child finishes medication or leaves Ashley College, their individual records are placed in their pupil file.

Training

No member of staff will be expected to administer medication without having received proper training and relevant training will be provided for staff who administer medicines. The school nurse can deliver training or arrange contact with suitable health professionals. Training will be arranged by the Head teacher / Deputy Head.

Form ACM5 should be completed by trainer and trainee to confirm any necessary training.

Emergencies

Staff will be briefed on emergency symptoms and procedures for individual students with relevant conditions. Staff will stay with any student needing to be taken to hospital until a parent arrives, or accompany them to hospital by ambulance.

An Ashley College procedure and form for recording contact with the emergency services is available – Form ACM6.

Appendices

All forms available on GRB Shared Drive under Ashley College – Medical & Medicine Info

Form ACM1 – Individual Healthcare Plan

Form ACM2 – Parental agreement for setting to administer medicine

Form ACM3 – Record of medicine administered to an individual child

Form ACM4 – Record of medicine administered to all children

Form ACM5 – Staff training record – administration of medicines

Form ACM6 – Contacting emergency services

Form ACM7 – Model letter inviting parents to contribute to individual healthcare plan development

Ashley College ACM1: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Completed by.....Signed.....

Date.....

Ashley College ACM2 - parental agreement for school to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Ashley College ACM3: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Ashley College ACM5: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Ashley College ACM6: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows:

Ashley College
The Pavilion Building
Ashley Gardens
Wembley, Middlesex, HA9 8NP

4. state what the postcode is – HA9 8NP
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Ashley College ACM7: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

