



Managing / Supporting and Administering Medication Policy

*This should be read in line with:

- academy medications appendices
- Harmony Trust asthma guidance
- Harmony Trust anaphylaxis guidance

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Rationale

This policy aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

This policy sets out the rationale and process regarding medications. For the most part, medication should be administered outside of school hours. However, where it is necessary to administer medication during school time, The Harmony Trust will only administer medication prescribed by an appropriate practitioner (see below) in accordance with the timings and dosage set out on the medication label.

Definition of medical condition

Pupils' medical conditions may be summarised as being of two types:

- Short-term affecting their participation in school activities while they are on a course of medication (requiring a Medical Information Consent Form)

- Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan).

Other definitions

- “Prescription medication” is defined as any drug or device prescribed by “appropriate practitioners”.
- “Staff member” is defined as any member of staff employed by The Harmony Trust, including teachers.
- “Welfare Lead” refers to the member of staff whose role it is to undertake this pastoral support and can be, but is not limited to, the SENDCo, Inclusion Manager or nominated First Aider.

Responsibilities - The Roles

Who is an appropriate practitioner?

Under UK law, only "appropriate practitioners" can prescribe medicine in the UK. A prescriber is a healthcare professional who can write a prescription. This applies to both NHS prescriptions and private prescriptions.

Appropriate practitioners are:

- **an independent prescriber** – someone able to prescribe medicines under their own initiative
- **a supplementary prescriber** – someone able to prescribe medicines in accordance with a pre-agreed care plan that's been drawn up between a doctor and their patient

Independent prescribers

Independent prescribers are healthcare professionals who are responsible for assessing your health, making clinical decisions about how to manage your condition, including prescribing medication. They include:

- **Doctors** – such as a GP, Community Paediatrician or a hospital doctor
- **Dentists** – who may prescribe medication to treat a condition affecting teeth
- **Nurse independent prescribers** – who can prescribe any medicine for any medical condition within their competence, including some controlled medicines under the Misuse of Drugs legislation (with the exception of diamorphine, cocaine and dipipanone for the treatment of addiction)
- **Pharmacist independent prescribers** – who can prescribe any medicine for any medical condition within their competence, including some controlled medicines (except diamorphine, cocaine and dipipanone for the treatment of addiction)
- **Optometrist independent prescribers** – who can prescribe any medicine for conditions that affect the eye and surrounding tissue, but can't prescribe any controlled medicines independently
- **Physiotherapists** – healthcare professionals who use physical techniques, such as massage and manipulation, to promote healing
- **Podiatrists** – foot care specialists
- **Therapeutic radiologists** – specialists in using radiation to treat cancer and some other medical conditions

Supplementary prescribers

Supplementary prescribers are responsible for continuing your care after an independent prescriber has assessed your health. They work with the independent prescriber to fulfil a clinical management plan agreed between the prescribers and you. Supplementary prescribers include:

- Nurses/midwives
- Pharmacists
- Diagnostic radiographers – specialists in using medical imaging techniques, such as X-rays
- Therapeutic radiographers

- Optometrists – healthcare professionals who examine eyes, test sight, and prescribe and dispense glasses and contact lenses
- Dietitians

A supplementary prescriber can prescribe any medicine, including controlled medicines, for any condition within their competence under the agreed clinical management plan. For example, a GP (an independent prescriber) may assess a condition such as asthma and refer you to a specialist nurse/physiotherapist (a supplementary prescriber) to manage your long-term care. The nominated nurse/physiotherapist will be able to prescribe medicines, such as inhalers, under the clinical management plan.

The Harmony Trust

Overall and ultimate responsibility for health and safety in academies is that of the employer i.e. The Harmony Trust. The Trust is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The Trust Board and the Chief Executive with the assistance of the Trust H&S lead and Business, Administration and Compliance Managers will:

- Ensure that this policy enables provision of effective support for medical conditions in its academies in line with the Statutory guidance “Supporting Pupils at School with Medical Conditions” December 2015 and any other related guidance from the DfE.
- Ensure that the policy complies with its duties under Equality law and the Trust’s Equality Objectives statement and any responsibilities in the SEN Code of Practice.
- Focus on the needs of individuals in ensuring that pupils and parents have confidence our Academy’s ability to provide effective support.
- Monitor and keep appropriate records.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Academy Executive Principals / Principals / Head of Academy.

Executive Principal/Principals and Heads of Academy

The Executive Principal/Principal and Heads of Academy will:

- Ensure that everyone in the school is aware of the policy and that they understand their role in its implementation.
- Ensure that a named individual at each academy oversees the support of pupils with medical needs. In this policy they will be referred to as the Welfare Lead.
- Will ensure that the academy liaises with relevant partners, including, (but not limited to), parents, pupils and NHS staff in the delivery of this policy.
- Will ensure that written records of medicines administered to individual pupils are held.
- Ensure that Individual Healthcare plans are in place as necessary (in conjunction with parents / carers)
- Will ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained.
- Will ensure the administration of medicine on site is undertaken by a member of SLT (or representative explicitly approved by SLT).

All Staff

Any member of academy staff:

- May be asked to provide support to pupils with medical conditions and develop individual healthcare plans.
- Will take appropriate steps to support children with medical conditions.
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- May undertake appropriate training to support specific needs of pupils
- Will be conscious that pupils with medical conditions may be more at risk of bullying and isolation at school
- Will be mindful of the sensitivities around the pupil's condition, and respect this confidentiality, except where it would endanger the pupil
- Undertake asthma plans and keep inhaler logs as required
- Will take great care of any medications they have personally, following the protocols in Appendix 12.

First Aiders/Office Staff/Teaching Assistants

Ordinarily, medication will be administered with oversight of SLT. First Aiders/Office Staff may be asked, **in exceptional circumstances** to support pupils by administering medication, where consent forms are in place, and support those pupils with long term conditions to administer their own medication under supervision.

The management of medicines can only be carried out by staff who have had relevant and up to date training. This training is required bi annually or in line with changes as identified by a pupils IHCP or EHCP. Senior leaders must have relevant training to oversee the administration of medication.

Other roles

Healthcare professionals may also provide notification, support and advice.

Pupils are encouraged to provide information and be part of discussions about their medical support needs.

Local Authority

The Local Authority has a duty to:

- Commission Healthy Child Services for maintained schools and academies
- Promote cooperation between relevant partners e.g. trust boards, Clinical Commissioning Groups (CCGs), NHS England
- Provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within Individual Healthcare Plans can be delivered effectively
- Work with schools to support pupils with medical conditions to attend school full time
- Make alternative arrangements for pupils who would not receive a suitable education in a mainstream school because of their health needs
- Make arrangements for pupils who are absent from school for 15 days or more because of health needs including Mental Health (consecutive or cumulative across the school year)

Parents and Carers

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information. Parents and carers are responsible for:

- Providing the Academy with sufficient and up-to-date information about their child's medical needs
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Welfare lead or equivalent, other staff members and healthcare professionals

- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or when they have expired. Epipens have a short expiration date.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where possible, arranging for medication to be taken outside of the school day

The role of the child

Pupils are to provide information and be part of discussions about their medical support needs. Children will be encouraged to take responsibility for managing their own medicines and procedures.

Most medication will be kept in a locked cupboard. Medications should only be accepted by the main office or senior leaders, and only after a medications form has been completed by the parent. For asthma and allergy medications, pupils will be allowed to carry their own medicines and devices in agreement with their parents and SLT. If this is not possible, their medicines will be located in an easily accessible location which is known to relevant staff.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a relevant member of staff

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Ofsted

Ofsted inspectors are briefed to consider the needs of pupils with chronic or long term medical conditions and to report on how well their needs are being met. They will expect the trust academies to be able to demonstrate that this policy is implemented effectively.

Individual Healthcare Plans (IHCPs) and Educational Health Care Plans (EHCPs)

Where necessary an Individual Healthcare Plan (IHCP) or an Educational Health Care Plan will be developed in collaboration with the pupil, parents/carers, the Welfare Lead, Special Educational Needs and Disabilities Co-ordinator (SENDCo) and relevant medical and other professionals. EHCPs are initially written by Local Authorities and then are reviewed annually by SENCOs within the academy.

The IHCP/EHCP will:

- Be easily accessible whilst preserving confidentiality.
- Where a pupil has an Education Health and Care Plan, the IHCP will be linked to it or become part of it.
- IHCPs will be reviewed at least annually or when a pupil's medical circumstances change.
- Where a pupil is returning from a period of hospital education or alternative provision or home tuition, the academy will work with the LA and education provider to ensure that the IHCP/EHCP identifies the support that the pupil needs to re-integrate.

Please see the individual academy appendices for further information regarding IHCPs.

Training of staff

All pupil-facing staff will:

- Receive general awareness training on supporting pupils with medical needs as part of their induction.
- Welfare leads, Designated Teachers, teaching assistants, first aiders and office staff who have responsibility for overseeing medication will receive managing medication training and updates and training as part of their development to support and assist with IHCP's/EHCP's, including from outside agencies.
- No staff member, who has not received the appropriate training, may administer prescription medicines or undertake any healthcare procedures; they can only support students in taking their prescription medication.
- No staff member may administer drugs by injection unless they have received training in this responsibility.

Medicines

Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the pupil to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.

No child will be given any prescription medicines without a completed and signed Parental Agreement to Administer Medicine form.

Children who are under 16 are not usually seen by GP's or any other independent prescriber without their parents/carers knowledge and therefore the expectation is that parents are aware of any medication their child/ward is taking. In the very rare circumstance an academy becomes aware that a pupil is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead at the Academy.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks supply of the medication may be provided to the school at one time. With the exception of inhalers and Epi pens which will require a longer supply.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

Each Academy will:

- Ensure medications are stored in the Medical Room or another designated secure area.
- Have an emergency asthma inhaler and epi pen for anaphylaxis on site (as far as national supply will allow). This can only be used in an emergency.
- Any medications left over at the end of the course will be returned with the child.
- All inhalers and epi pens will be returned to the child at the end of the academic year or sooner if the expiry date is close.

- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Ensure procedures are in line with this policy and their appendices.

Academies cannot be held responsible for side effects that occur when medication is taken correctly.

Non Prescription Medicines and Creams

Academies can administer certain non-prescription medicines under very specific circumstances:

1. Only medicines in original bottles with clear dosage instructions can be given.
2. Medicines can only be given if appropriate to the child's age and in line with agreements from parents / carers
3. These can only be given with the explicit permission from home **each time it is due to be administered**. This can be over the telephone as long as there is previous agreement in writing and a record of the conversation is kept.
4. Every time this is given, written confirmation must be sent to parents / carers
5. Generic suncream may be used as long as it is hypoallergenic, fragrance free and parents / carers have signed to give permission for this.
6. Only SLT members can give non-prescription medication in line with procedures.

Emergencies

Medical Emergencies

Medical emergencies will be dealt with under the academy's emergency procedures. Where an ICHP or EHCP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Medication Errors

Safeguards are in place to minimise the risk of medications being given in error. These include, but are not limited to:

- Medicines being kept in a locked cupboard / box / room / fridge
- Parental signatures required which give details of dosage (this must match the prescription label)
- Limited personnel administering medicines – only those with the express permission of Academy Leadership and with the necessary training may administer.
- Two people must be involved in the administration (one to administer and one to check). The staff member who administers the medication must be trained to do so (this is not necessary for the person checking the dosage).

The risk cannot be eliminated completely so should an error be identified, such as:

- Giving the **wrong** medicine to the child/young person
- An **incorrect dose** being given

- Out of date medication being given

The following procedure should be followed:

- Inform a member of the Academy's Senior Leadership Team - Notify to the Executive Principal/Principal if off site
- Contact the child's GP for further advice
- Inform the family if possible – if not possible at the time this must be done as soon as they are contactable
- Notify the Compliance team of the incident
- Record the incident in the child/young person's records
- Record any advice and actions taken following advice from GP, Paediatrician or NHS Direct
- Complete an incident report **before the end of the school day and send it to the compliance team**

Liability and Indemnity

The Harmony Trust will ensure that a level of insurance is in place that appropriately reflects the level of risk for managing medication on the premises. The Department for Education's guidance for "Supporting Pupils at School with Medical Conditions 2015" refers to the appropriate level of insurance being in place. The Harmony Trust is a member of the Department for Education's Risk Protection Arrangements (RPA). RPA is a scheme provided specifically for academies.

<https://www.gov.uk/guidance/academies-risk-protection-arrangement-rpa>

This will cover staff providing support to pupils with medication conditions.

Homeopathic medicines should not be viewed as non-prescribed medicines or administered in school. This is not covered by the Trust's insurance policy.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people because of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality in our academies.

Confidentiality and Data Protection

The Trust academies' approach should enable a parent to discuss their child's medical condition knowing that the information will only be shared with those staff carrying out the care, those with supervision responsibility and those as agreed with the parent. Information must be handled sensitively.

Academies must ask parents for healthcare information when a pupil is first admitted and then at regular intervals e.g. annually in order to obtain current and up-to-date information. Due to patient confidentiality the onus is on the parents to reveal appropriate information. Academies can only act on information that they have been informed about.

Informed staff should be made aware that they must not divulge information regarding healthcare needs to anyone who does not have a role in managing those needs.

All paper based records and information must be securely stored and access control mechanisms must be in place e.g. password protected. These systems must follow the trusts Records Retention and Disposal Policy. Academies must be aware that:

- SEN records should be kept until the pupil in question reaches the age of 25 years.
- Some infections are reportable – contact the compliance team for further information

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Medications policy	Name, address, personal information related to the pupil – especially related to medical needs,	Required to be retained to ensure the pupil is safeguarded correctly,	Welfare Lead, Principal / SLT, Trust central team, staff or others as required to ensure the child receives suitable medication	Kept on file at academy	Held on file until child leaves school. (SEN records until pupil reaches 25 years)

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓

Complaints

The Harmony Trust Complaints Policy are set out on each Academy’s website and on request from the Academy office.

Should a parent or carer have a concern about the support provided for pupils with medical conditions they should in the first instance discuss this with the class teacher or Head of Academy. If the matter is not resolved satisfactorily parents should:

- Discuss the concern with the Executive Principal / Principal at the Academy
- Raise the issue as a formal complaint (please see The Harmony Trust Complaints policy for more information).