TOWERS SCHOOL
AND SIXTH FORM CENTRE

Medication Policy and Management Procedures

(Supporting pupils with medical conditions)

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THE TOWERS SCHOOL & SIXTH FORM CENTRE

MEDICATION POLICY – changes from previous version

Audit Log		
Section of policy	**Update**	**Date**
All	• **Documentation & Consents:** Salbutamol consent forms have been removed from the main body, as they are now detailed in the Individual Healthcare Care Plan (IHCP) which has been added to the Appendix. • **Pain & Antihistamines:** Standardised pain relief and antihistamine sections strictly to *paracetamol*. Antihistamines will no longer be administered unless explicitly detailed in an IHCP. • **Salbutamol (Asthma):** Removed the procedure allowing staff to phone parents for consent to administer a school salbutamol inhaler to undiagnosed students, as staff do not the clinical training to make this medical assessment. • **Anaphylactic Shock:** Updated requirements so that pupils prescribed autoinjectors must now keep them on their person (rather than storing in First Aid), and must supply 2 to the school. • **Ointments & Creams:** Removed all guidance on applying ointments and creams. The school will no longer stock Sudocream, E45, or similar items, as students will bring and apply their own independently. • **Controlled Drugs:** Removed Midazolam Buccal as an example, as it does not require the same strict controls as Ritalin. • **Trips & Off-Site Medications:** Changed the short-term medication request timeline from "at least 3 weeks before" to "as soon as possible" to accommodate sudden needs. Travel sickness was also removed as a standalone section, as it is now covered under short-term medication for trips.	July 2026

THE TOWERS SCHOOL & SIXTH FORM CENTRE

Contents

1.INTRODUCTION **3**

2.MEDICATION POLICY STATEMENT **4**

3. MEDICATION MANAGEMENT PROCEDURES **4**

3.1:Roles and Responsibilities 4

3.1.1:The Governing Body 5

3.1.2.The Principal 5

3.1.3.School Staff 5

3.1.4. Appointed First Aiders 5

3.1.5.Other healthcare professionals 6

3.1.6.Pupils 6

3.1.7.Parents/Carers 6

3.2.Training / Qualifications for Supporting Pupils with a Medical Condition 6

3.3. Managing Medicines on School Premises 7

3.3.1.Liability and Indemnity 7

3.3.2:Individual Health Care Plan (IHCP) 7

3.3.3.Administering Medication 8

3.3.4.Self Management 123.3.5.Refusal to Take Medicine 133.3.6.Storage and Access 133.3.7.Record Keeping 133.3.8.Disposal of Medicines 143.3.9.Controlled Drugs (CDs) 143.3.10.Unacceptable Practice 153.3.11.Complaints Procedure 163.4. Managing Medication on an Outing/Residential Visit 163.5.Emergency Procedures 183.6.Further Guidance & References 19**Appendices** **19**

Appendix 1: Model IHCP Flowchart **20**

Appendix 2: Template for Individual Healthcare Plan (IHCP) 23Appendix 3: Template for Asthma Individual Healthcare Plan (IHCP) **26**

Appendix 4: Template of Epilepsy Individual Healthcare Plan (IHCP) 34Appendix 5: Form from parent/carer for School to store/administer medicine **37**

1.INTRODUCTION

This policy sets out how Towers School and Sixth Form Centre will ensure that pupils are fully supported with their medical conditions.

This policy has been developed to ensure pupils are fully supported with their medical conditions. It has been developed in line with the Department for Education statutory guidance on Supporting Pupils with Medical Conditions (2014) For Governing Bodies of Maintained Schools and Proprietors of Academies in England December 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
This policy has not been developed by a specific medical professional or organisation / body.
The policy has been customised to reflect management, training, administering and medication storage procedures of Towers School and Sixth Form Centre.

2.MEDICATION POLICY STATEMENT

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of pupil referral units (PRUs) to make arrangements for supporting pupils at their school with medical conditions.

The aim of this policy is to ensure that Towers School and Sixth Form Centre carries out their statutory duty to make arrangements to support pupils at school with medical conditions.

Towers School and Sixth Form Centre will:

- ensure that the arrangements detailed within this policy are implemented effectively, by the Principal, who has overall responsibility for policy implementation.

- administer prescribed, and non-prescribed medications, to support a pupil's continuous attendance at school, when written consent has been provided by a parent/carer.

- have clear roles and responsibilities to be able to support pupils so that they have full access to education, including school trips and physical education.

- ensure full cooperation with all relevant parties; healthcare professions, local authority and clinical commissioning groups (CCGs) as required

- provide support and training to enable staff to support pupils with medical conditions

- ensure that clear arrangements are in place to manage the administration and storage of all medicines on the premises

- ensure that the appropriate level of insurance is in place to appropriately reflect the level of risk

- ensure that written records are kept of all medicines administered to pupils

- ensure that emergency procedures are in place and shared with all staff

- ensure that all staff are aware of what practice is not acceptable

- ensure that a complaints procedure is in place regarding the support provided to a pupil with a medical condition

3. MEDICATION MANAGEMENT PROCEDURES

The following sections in the Management Procedures outline how Towers School and Sixth Form Centre will ensure that the Medication Policy Statement is implemented.

Further reference documentation and guidance is detailed at the end of the policy.

3.1:Roles and Responsibilities

3.1.1:The Governing Body

- must make arrangements to support pupils with medical conditions in school, including making sure that this policy is implemented.
- should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- should ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

3.1.2.The Principal

- should ensure that the school's policy is developed and effectively implemented with all partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

- should ensure that all relevant staff are aware of pupils' conditions.
- should ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- should make sure that school staff are appropriately insured, and are aware that they are insured to support pupils in this way.
- should be aware that they have overall responsibility for the development of individual healthcare plans
- should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the First Aid Team.

3.1.3.School Staff

- should be aware that they may be asked to provide support to pupils with medical conditions in an emergency situation, for example using an EpiPen auto injector.
- should take into account the needs of pupils with medical conditions that they teach, although administering medicines is not part of teachers' professional duties.
- should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.1.4. Appointed First Aiders

- should be aware of their responsibilities for notifying the school when a pupil has been identified as having a medical condition which will require support in school
- can support staff on implementing a pupil's individual healthcare plan and provide advice and liaison, for example, on training
- can liaise with lead clinicians locally on appropriate support for the pupil and associated staff training needs.

3.1.5.Other healthcare professionals

(including GPs, paediatricians, nurse specialists/ community paediatric nurses)

- should notify the appointed first aiders and work jointly when a pupil has been identified as having a medical condition that will require support at school.
- may provide advice on developing healthcare plans
- specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g. asthmas, diabetes, epilepsy)

- should ensure any prescribed medications, including dosages, are appropriately monitored and reviewed.

3.1.6.Pupils

- should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

3.1.7.Parents/Carers

- should provide the school with sufficient and up to date information about their son/daughter's medical needs
- should be involved in the development and review of their son/daughter's individual healthcare plan
- should carry out any action they have agreed to as part of its implementation (e.g. provide medicines and equipment and ensure that they or another nominated adult are contactable at all times)

3.2.Training / Qualifications for Supporting Pupils with a Medical Condition

Specific support and training needs will be identified through the Individual Health Care Plans (IHCP), together with who will provide the training. This will enable staff who support a pupil with a medical condition to understand the specific conditions, their implications, preventative and emergency procedures.

Towers School and Sixth Form Centre will ensure that adequate first aid cover is available at all times. The first aider role is key in emergency procedures – see section 3.5. However, a first aid certificate does not constitute appropriate training in the general day to day support of a pupil with a medical condition.

Training on administering medications/injections for specific medical conditions at the School will be carried out by appropriately qualified professionals.
Named staff will be responsible for administering a pupil's medication. When a controlled drug has been prescribed for a pupil's medical condition, at least two members of staff should be trained on how to manage this medication.
Arrangements should be in place to cover staff absence, or staff turnover, so that someone is always available.
All training should be recorded, together with a clear plan for refresher sessions, or updates if the pupil's condition changes.

It is recognised that it is not a requirement to have specific training to administer non-prescribed medications such as pain relief or antihistamines, but in line with good practice, the First Aid Team are trained in Administration of Medicines.

Medication will be kept in the First Aid Room. All staff who work in this area must be aware of:-

- what medication is in the First Aid Room
- who it belongs to
- who will administer this medication

Medical Tracker will be used to document and record the medication, dose and frequency of administration to the pupils concerned.

3.3. Managing Medicines on School Premises

3.3.1.Liability and Indemnity

Towers School and Sixth Form Centre 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.

3.3.2:Individual Health Care Plan (IHCP)

An Individual Healthcare Plan – see Appendices 5-7 - Individual Healthcare Plan (IHCP) Templates - will be used to record the support of an individual pupil for their medical condition. The IHCP is developed with the pupil (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Appendix 1 is a Department for Education model flowchart for an IHCP.

The IHCP will cover the following:-

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, whether it is a controlled drug, 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 any environmental issues (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, rest periods or additional support in catching up with lessons,
- the level of support needed, including emergencies. If a pupil 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 pupil'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 pupil'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.
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the pupil's conditions
- emergency plans, including whom to contact and contingency arrangements.

Towers School and Sixth Form School will keep a centralised register of IHCPs, which is the responsibility of the First Aid Lead.

IHCPs will be reviewed regularly, at least every year, or whenever the pupil's needs change.

The parents/carers, specialist nurse (where appropriate) and relevant healthcare services should hold a copy of the IHCP. Other school staff will be made aware of, and have access to the IHCP for the pupils directly in their care.

3.3.3.Administering Medication

Medication will only be administered when it would be detrimental to a pupil's health or school attendance not to do so. Towers School and Sixth Form Centre will not give any medication (prescribed or non-prescribed) to a child under 18 without a parent's written or verbal consent except in exceptional circumstances under direction of a medical professional.

Towers School and Sixth Form Centre only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include 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 in its original container.

Towers school and Sixth Form Centre only accept non-prescribed medicines if these are in-date, labelled, provided in the original container as purchased, and include instructions for administration, dosage and storage.
In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

A Parental Agreement for School to Store/Administer Medicine (Appendix 8) must be completed and signed by the parent / carer.

Pain relief

Pain relief in the form of paracetamol is kept onsite and in the first aid room. On admissions parent/carers will have to sign a consent form for this to be administered to their child as and when needed. When administering paracetamol the member of staff will check the maximum dosage and when a previous dose was given. Parents/carers will be informed of all doses given at school via medical tracker in the form of an email.
The School will only give non-prescription medicines to pupils for a maximum of 3 days. The only exception to this is if pain relief is required during the healing period of an injury such as a sprained joint, or broken/fractured limb.

A child under 16 years of age should never be given medicine containing Aspirin unless prescribed by a healthcare professional.

Some medicines need to be given at specific times, for example

- before, with or after food – the absence/presence of food in the stomach can affect how the medicine works and may cause unwanted effects
- some illness can only be controlled with very precise dose timings, for example, seizures may only be controlled if the medication is taken at set times

Oral Mixtures

A measuring spoon/syringe/vessel must be provided by the parent/carer, and the dose of medicine is measured using this. Instructions on the medication label must be followed. Wherever possible, the spoon/syringe/vessel should be handed to the pupil for them to administer the dose themselves. Each individual pupil's spoon/syringe/vessel should be cleaned and kept with their own medication.

Tablets/capsules

Pupils who need tablets usually take them before or after their meal according to their GP's instructions. They may however be needed at other times of the day.
Pupils should go to the First Aid Room and ask for their tablets from the appropriate member of staff.

Inhalers

Inhalers will be kept on the individual student at all times. It is recommended that the individual student provides a spare inhaler to be kept in the First Aid Room in the eventuality of them either leaving their inhaler at home or it runs out.

Emergency Salbutamol Inhalers

Towers School and Sixth Form Centre has chosen to hold an emergency inhaler for use by pupils who have been diagnosed with asthma and prescribed a reliever inhaler.
Written parental consent for its use will be obtained using the Consent form: Use of Emergency Salbutamol Inhaler (Appendix 4), and a copy of this is kept on medical tracker.
The appointed first aiders is responsible for ensuring that this record is reviewed and kept up to date.
If there is a situation whereby a student diagnosed with asthma needs to use an inhaler and consent has not been received, the Parent/Carer will be called to gain consent for the emergency inhaler to be used. Full details of the advice given and dosage administered will be recorded on medical tracker.
An emergency kit is in place, kept in the Medical Room, which includes:-

- a salbutamol metered dose inhaler
- at least two plastic spacers
- instructions on using the inhaler and spacer, together with cleaning/storage instructions

To avoid possible risk of cross-infection, the plastic spacer is washed and sterilised in an Ultraviolet Germicidal Irradiation Unit.
If a pupil has used the emergency inhaler, their parent/carer will be informed as soon as possible by a telephone call by the First Aid Team and recorded on medical tracker.
Further information can be found in the Department of Health's "Guidance on the user of emergency salbutamol inhalers in school – March 2015"
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Emergency Adrenaline Auto-Injector

Towers School and Sixth Form Centre has chosen to hold 3 emergency Adrenaline Auto-Injector to be administered to pupils in an emergency if the pupil's own prescribed auto-injector cannot be administered correctly without delay.
Written parental consent for its use has been obtained, and a record of this is kept on medical tracker. The appointed first aiders are responsible for ensuring that this record is kept up to date. This information will also be included on the pupil's IHCP.

Emergency Medication for Anaphylactic Shock

Pupils with a known allergy, for example, to wasp stings, food allergies and medications, should have an Individual Health Care Plan (IHCP), with an emergency action plan, completed by their Parent/ Carer.

Where an adrenaline auto-injector has been prescribed, the pupil's parent/carer should ensure that two in date adrenaline auto injectors (e.g. an Epi Pen) are kept on the students persons at all times.

If a pupil is going into anaphylactic shock, the emergency services will be called immediately – see Emergency Procedures 3.5.
If there is an emergency situation where a pupil has no previous history or knowledge of having an allergy but symptoms suggest anaphylactic shock is occurring, the emergency services will be called. If advised to do so by the emergency services, the school's emergency auto-injector will be used even where consent has not been received and full details of the advice given and dosage administered will be recorded. The School should inform the emergency services that an emergency adrenaline auto-injector is in the school.

Injections
School staff will not give a pupil an injection unless staff have agreed and specific training to do so has been delivered. This training will be delivered by a Healthcare professional.

Eye, Nose and Ear Drops
Towers School and Sixth Form Centre will only administer ear, nose or eye drops prescribed by healthcare professionals. All efforts should be made for the pupil's ear, nose or eye drops to be applied at home by a parent/carer or by the student themselves in school. If it is necessary to apply a prescribed dose during school hours, this should be recorded on Medical Tracker. Prescribed drops from a practitioner should be administered, following the label's instructions by a member of staff. Good infection prevention practice should be adhered to, i.e. using a clean environment, with handwashing facilities immediately available.

Defibrillator
Towers School and Sixth Form Centre has 4 defibrillators, one which is kept in the First Aid Room, one in Main Reception, one in the Sixth Form Common Room and in PE. Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Staff members are trained in the use of CPR and defibrillators as part of their first aid training.

3.3.4.Self Management

It is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines from a relatively early age, and Towers School and Sixth

Form Centre will encourage pupils to manage the use of their inhalers and adrenaline auto injectors (Epi-Pens) accordingly. The school acknowledges that the age at which pupils are ready to take care of and be responsible for their own medication varies. Health professionals need to assess, with parents and pupils, the appropriate time to make this transition.

3.3.5.Refusal to Take Medicine

If a pupil refuses to take their medication, staff should not force them to do so. If a prescribed condition critical medication/injection is refused, the School must take prompt action by informing the parent/carer and healthcare professional as soon as possible, as outlined in their IHCP.
If a pupil refuses to take a non-prescribed medication, Parents/carers should be informed of the refusal on the same day.
If a refusal to take medication results in an emergency, the School's emergency procedures should be followed – see Section 3.5.

3.3.6.Storage and Access

All medications should be stored safely. Pupils with medical conditions should know where they are at all times and have access to them immediately.
A refrigerator is provided in the First Aid Room to provide cold storage for medications once opened, if required, as directed by prescription/written instructions from a healthcare professional.

Medications should not be stored in any first aid boxes on the premises.
Towers School and Sixth Form Centre will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.

Medicine (with the exception of individual inhalers) should be stored in the First Aid Room cupboard or refrigerator, with each pupil's medicine clearly marked with the pupil's name and the dose to be taken. Adrenaline auto-injectors will be stored in a box clearly labelled with the child's name and photograph for clear identification.

It is essential that a pupils' emergency medication is immediately accessible for that pupil.

3.3.7.Record Keeping

As part of the School's admissions process and annual data collection exercise parents/carers are asked if their son/daughter has any medical conditions. These procedures also cover transitional arrangements between schools.

General Record Keeping

The pupil's confidentiality should be protected and the School should seek permission from parents/carers before sharing any medical information with any other party.
Towers School and Sixth Form Centre will keep an accurate record of all medication administered, including the dose, time, date and supervising staff by Medical Tracker.

3.3.8.Disposal of Medicines

The designated first aiders will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.
Sharps boxes should always be used for the disposal of needles. There is a sharps box in the First Aid Room. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken off site with them on trips etc.

3.3.9.Controlled Drugs (CDs)

Some pupils may require routine, or emergency prescribed controlled drugs administered whilst at school. Controlled Drugs require additional safety controls for storage, administration and disposal, under the Misuse of Drugs Regulations 2001. Towers School and Sixth Form Centre will follow these to ensure that all legal requirements and best practice are adhered to.

A list of commonly encountered controlled drugs can be found at the following link:-
https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation
Guidance on how a controlled drug is classified can be found at the following link:
https://www.gov.uk/government/publications/2010-to-2015-government-policy-drug-misuse-and-dependency/2010-to-2015-government-policy-drug-misuse-and-dependency#appendix-1-classifying-and-controlling-drugs

An example of a medical condition that may require a controlled drug is ADHD, for which methylphenidate (Ritalin tm) may be prescribed.
A controlled drug can only be admitted on the school premises if it is recorded in the pupil's individual healthcare plan – see Appendix 5 - Individual Healthcare Plan (IHCP) Template. When a controlled drug is prescribed, and has to be administered during school hours, it should be highlighted on the IHCP. Extra training requirements should be highlighted and undertaken for staff administering a controlled drug. Advice should be sought from healthcare professionals, together with consultation with the parent/carers.

The following requirements should be met, in line with the above legislation:-

- storage:
    - The medication should be double locked, i.e. in an appropriate storage container, in a locked room. The medication may need to be kept refrigerated once opened, and this should be made clear on the IHCP.
    - named staff only should be allowed access to the medication. A plan for obtaining the medication for a medical emergency, or school evacuation, should be put into place.
- record keeping:
    - Each dose that is administered is recorded in the Student Controlled Drugs Record Book. This register is to be kept for two years from the date of the last entry in the register.
    - If misuse of a controlled drug is suspected, all records should be checked by Senior Management and the Principal, and reported to the Police/Local Intelligence Network (LIN). Guidance on this should be sought from healthcare professionals.
- destroying
    - unused controlled drugs should be destroyed under specific controlled conditions.

3.3.10.Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's individual healthcare plan, the following is generally not acceptable practice.

Towers School and Sixth Form Centre will not:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary
- penalise pupils for their attendance record if their absences are related to their medication condition, e.g. hospital appointments.
- require parents, or make them feel obliged, to attend school to administer medications, or provide medical support to their child.
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the pupil or their parents; ignore medical evidence or opinion
- send pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- send a pupil to the school first aid room if they become ill unaccompanied, or with an unsuitable person
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- prevent pupils from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the pupil.

If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the School's disciplinary procedures are followed.

Towers School and Sixth Form Centre will ensure that all staff responsible for administering medications understand that they must strictly adhere to the prescription dosage, and the implications for not doing so. This will be done at the time of agreeing to undertake this role.

Staff should be aware that they must not alter/amend any medications, i.e. by crushing tablets or increasing a dose if requested by the pupil or parent/carer. Specific written instructions will be given by a healthcare professional if there are any changes to a dose or methods of administration.

Towers School and Sixth Form Centre will make it clear to staff responsible for administering medicines of the implications for covertly taking medications and that the School will immediately undertake disciplinary action/police investigations as needed.

3.3.11.Complaints Procedure

Towers School and Sixth Form will ensure that any complaints concerning the support provided to pupils with medical conditions will be investigated appropriately. Should parent/carers 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 procedure.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996, and after other attempts at resolution have been exhausted.

It will be relevant to consider whether the School has breached the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

3.4. Managing Medication on an Outing/Residential Visit

It is good practice for schools to encourage pupils with medical needs to participate in off site visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Risk assessments are completed before each school trip and outing. Risks for pupils with known medical conditions are considered, as well as any potential risk to others. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Pupils who require short term medication for the duration of the trip/residential

Parents/carers complete medical forms as soon as possible before the visit at which point the School will establish, from parents/carers, the medication, circumstances in which it can be administered, the precise time the dose is given and the exact dose.
All medication must be provided in the original packaging as supplied from the pharmacy.

Prescribed Pain Relief

Pupil's/students who require regular/prescribed pain relief that needs to be taken whilst on an outing/residential visit must bring in their own supply of the medication and parents must complete a separate medication consent form. All pupil/student medication will be held by the Visit Leader.

The School may take a central store of medication such as Paracetamol on a residential visit. Parental consent must still have been given for administration. This will be achieved as part of the parental consent to act in loco parentis in emergency situations. Prior to administering medication that has not been directly provided by the parent/carer, the Visit Leader will always contact the parent/carer to explain why the medication is being given and gain consent.

Pupils with an Individual Healthcare Plan in place

For pupils with known medical conditions, staff will make contact with the parent/carer in advance of the trip. This will ensure that they are fully briefed to ensure that there are adequate quantities of medication available, that the pupil's condition is stable, and which emergency details are required should the pupil need to have additional support. This is documented for the Group Leader.

Controlled drugs

The School will make every effort to accommodate pupils with a medical condition who require controlled drugs to be administered when in the school's care, but off the school

premises**.** For a residential visit, consultation with the venue will need to take place, to ensure safe storage facilities will be in place.

3.5.Emergency Procedures

The flowchart follows Template F of the Department for Education statutory guidance.

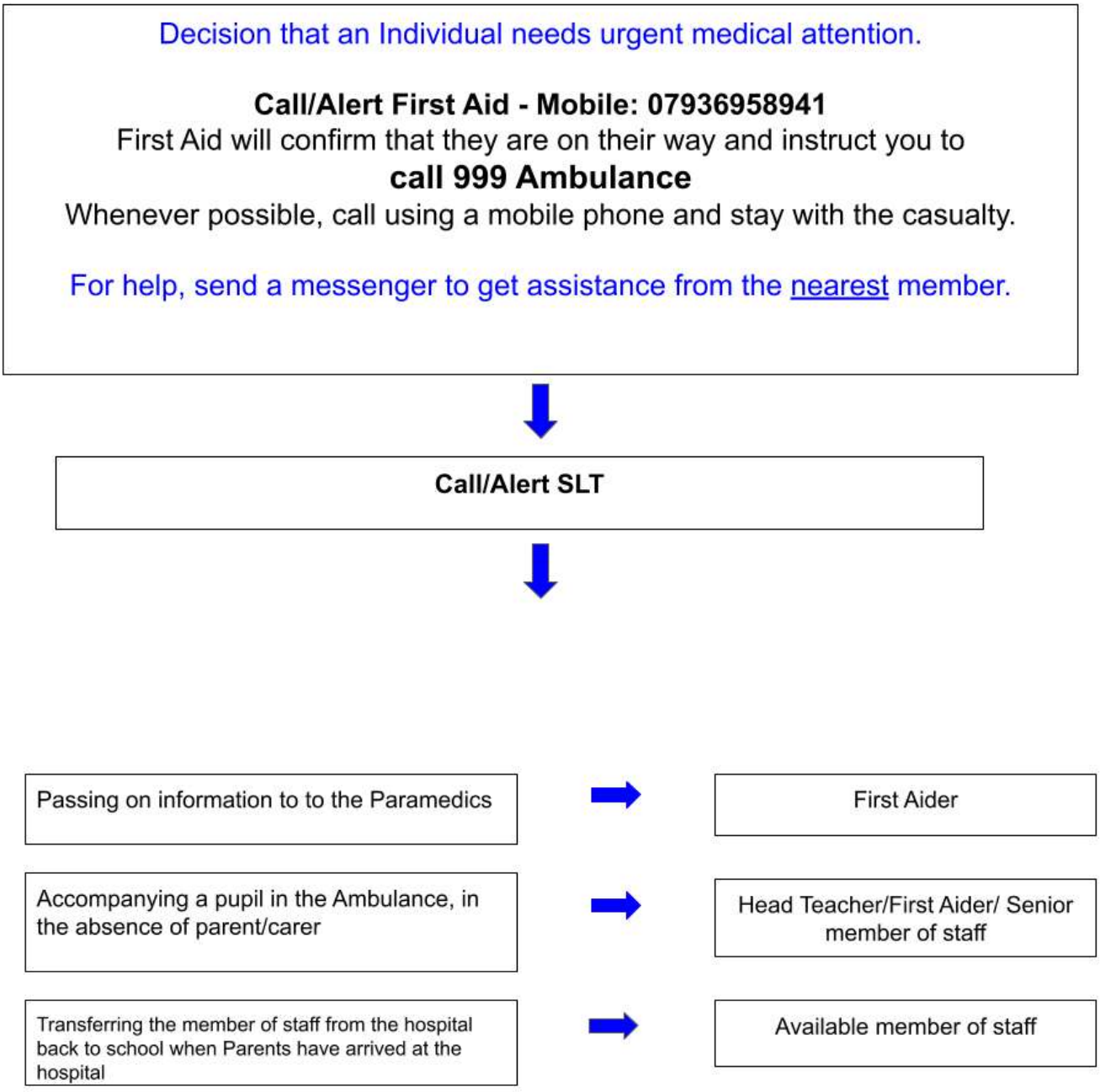
Staff should not take pupils to hospital in their own vehicle.

Where an Ambulance needs to be called in school, there are several roles which need to be fulfilled. The responsibility for these roles is fluid, to cover staff absence/cover. All staff should be aware of the procedures.

Emergency First Aid Procedures

Staff should not take pupils to hospital in their own vehicle.

Where an Ambulance needs to be called in school, there are several roles which need to be fulfilled. The responsibility for these roles is fluid, to cover staff absence/cover. All staff should be aware of the procedures.



3.6.Further Guidance & References

GUIDANCE
Department for Education – "Supporting Pupils at School with Medical Conditions - December 2015"

Royal Pharmaceutical Society of Great Britain (RPSGB) - The Handling of Medicines in Social Care
Department of Health - “Guidance on the use of emergency salbutamol inhalers in school – March 2015”
https://www.gov.uk/government/publications/2010-to-2015-government-policy-drug-misuse-and-dependency/2010-to-2015-government-policy-drug-misuse-and-dependency#appendix-1-classifying-and-controlling-drugs
https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

LEGISLATION:

Section 2 of the **Health and Safety at Work Act 1974** and the associated regulations, provides that it is the duty of the employer (the governing body and academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

Misuse of Drugs Regulations 2001 and associated regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a pupil who has been prescribed a controlled drug.

The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

Regulation 5 of the School Premises (England) Regulations 2012 (as amended) provides that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It must contain a washing facility and be reasonably near to a toilet. It must not be teaching accommodation. Paragraph 24 of the Schedule to the Education (Independent School Standards) Regulations 2014 replicates this provision for independent schools (including academy schools and alternative provision academies).

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of pupil referral units (PRUs) to make arrangements for supporting pupils at their school with medical conditions.

Appendices

Appendix 1: Model IHCP flowchart

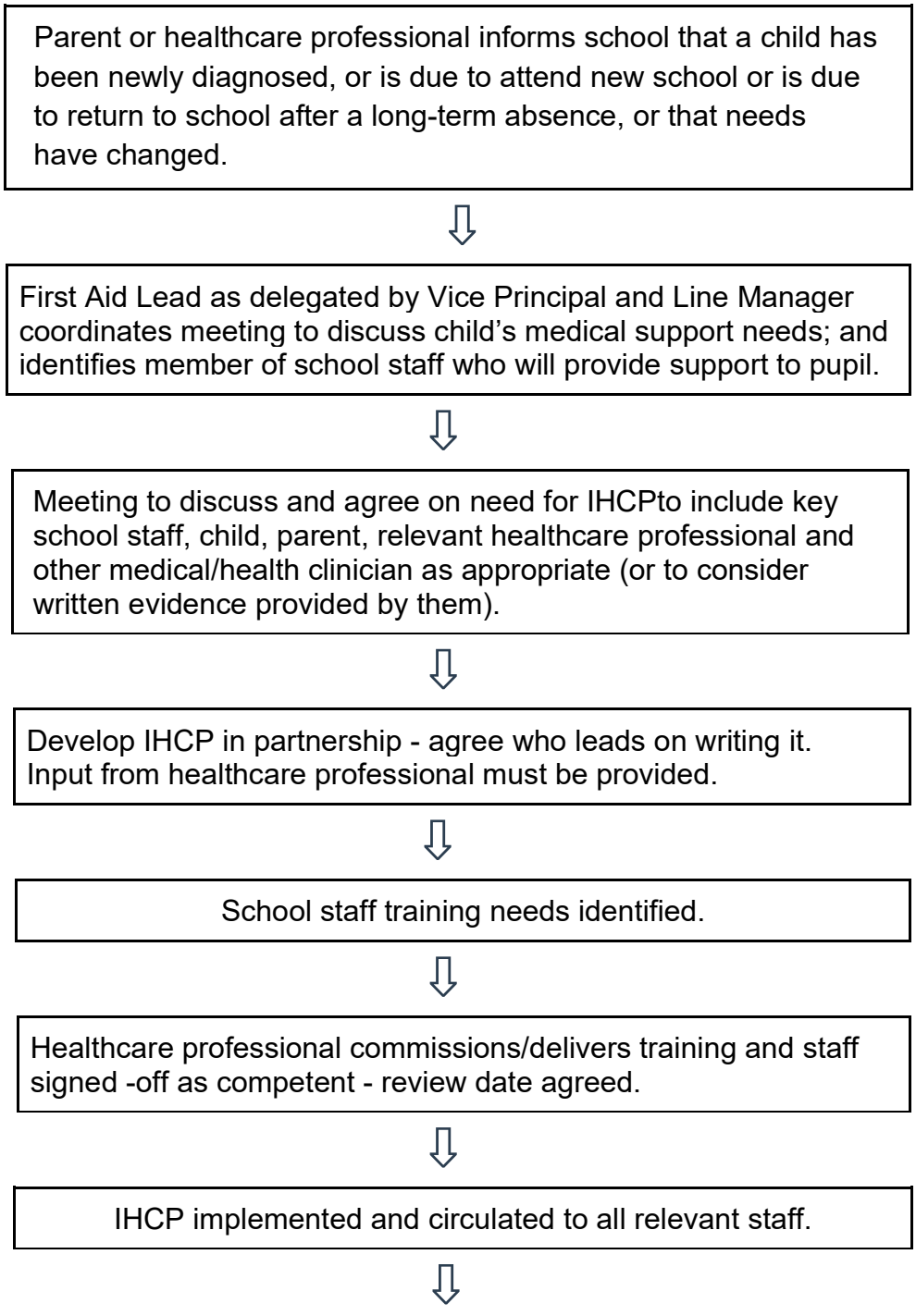
Appendix 2: Template for Individual Healthcare Plan (IHCP)

Appendix 3: Template for Asthma Individual Healthcare Plan (IHCP)

Appendix 4: Template of Epilepsy Individual Healthcare Plan (IHCP)

Appendix 5: Form from parent/carer for School to store/administer medicine

Appendix 1: Model IHCP Flowchart



IHCP reviewed annually, initiated by First Aid Lead. When condition changes, Parent or healthcare professional to initiate.

Appendix 2: Template for Individual Healthcare Plan (IHCP)

Individual Health Care Plan

Please complete this form if your child has a diagnosed medical condition.

* Indicates required question

1. Email *

2. Child's Name *

3. Date of Birth *

Example: 7 January 2019

4. Year Group *

5. Medical diagnosis or condition *

6. Next of Kin *

7. Relationship to child *

8. Relationship to child *

9. Phone number *

10. Work number *

11. 2nd Emergency contact

12. Relationship to child

13. Phone number

14. Work number

15. Clinic/Hospital contact name

16. Telephone number

17. GP name *

18. Telephone number *

19. Description of medical needs - symptoms, triggers, signs, environmental issues. *

20. Treatment - eg medication, equipment *

21. Daily care requirments *

22. Arrangements for school trips/visits *

23. Describe what an emergency looks like and action that needs to be taken immediatley. *

24. Other information

25. Date completed *

Example: 7 January 2019

26. Electronic signature parent/guardian completing form. *

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Appendix 3 : Template for Asthma Individual Healthcare Plan (IHCP)

Individual Health Care Plan Asthma

Please complete if your child has asthma or has been prescribed an inhaler by the GP due to other breathing difficulties.
Please note that students can and should carry their inhalers and spacers on the persons whilst in school.

* Indicates required question

1. Email *

2. Child's Name *

3. Date of Birth *

Example: 7 January 2019

4. Medical diagnosis or condition *

5. Year Group *

6. Next of Kin *

7. Relationship to child *

8. Relationship to child *

9. Phone number *

10. Work number *

11. 2nd Emergency contact

12. Relationship to child

13. Phone number

14. Work number

15. Clinic/Hospital contact name

16. Telephone number

17. GP name *

18. Telephone number *

19. Description of medical needs - symptoms, triggers, signs, environmental issues. *

20. Treatment - eg medication, equipment *

21. Daily care requirments *

22. Arrangements for school trips/visits *

23. Describe what an emergency looks like and action that needs to be taken immediatley. *

24. Other information

25. Do you consent to staff administering your child's inhaler if they are unable to do so *

Mark only one oval.

- Yes
- No

26. Do you consent for the schools Salbutamol Inhaler be administered to your child in an emergency situation eg they can not locate their inhaler. *

Mark only one oval.

- Yes
- No

27. Date completed *

Example: 7 January 2019

28. Electronic signature parent/guardian completing form. *

Appendix 4: Template of Epilepsy Individual Healthcare Plan (IHCP)

Epilepsy Individual Health Care Plan

Please complete this form if your child has a diagnosis of epilepsy or is under investigation for seizures.

* Indicates required question

1. Email *

2. Child's Name *

3. Date of Birth *

Example: 7 January 2019

4. Year Group *

5. Next of Kin *

6. Relationship to child *

7. Phone number *

8. Work number *

9. 2nd Emergency contact

10. Relationship to child

11. Phone number

12. Work number

13. Clinic/Hospital your child is under

14. Clinic/ Hospital contact name and role

15. Clinic/ Hospital contact telephone number

16. GP name *

17. Telephone number *

18. Details of epilepsy/epilepsy syndrome *

19. Seizure(s) - type, what happens before, during and after, frequency and duration. *

20. Action to be taken during and after seizure *

21. How many minutes does a seizure last for to require emergency procedures. * For example more than 5 minutes.

22. What are the emergency procedures if a seizure lasts over the above minutes. *

23. Name of Emergency medicine(s) (only to be administered by named and trained staff)

24. Dose of medicine to be given

25. Support needed after Seizure

26. Side-effects of medicine(s)

27. Information about other treatements

28. Seizure triggers (if known)

29. Specific support or equipment required

30. Activities that require special precautions and how to manage.

31. Other information

32. Date completed *

Example: 7 January 2019

33. Electronic signature parent/guardian completing form. *

Appendix 5: Form from parent/carer for School to store/administer medicine

Medication storage/administration

Please deliver medication to main reception or First Aid.
The below information is, to the best of my knowledge, accurate at the time of writing and I give consent to the School staff administering medicine in accordance with the School policy.
I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

* Indicates required question

1. Email *

2. Child's Name *

3. Date of Birth *

Example: 7 January 2019

4. Year Group *

5. Name of parent/carer completing form *

6. Relationship to child *

7. Medical diagnosis/condition/illness *

8. Name/type of medicine(as described on the container) *

9. Expiry date *

10. Duration medication isrequired for *

11. Dosage and method *

12. Timing *

13. Special precautions/other instructions

14. Are there any side effects that the school needs to know about?

15. Self administration *

Tick all that apply.

- [ ] Yes
- [ ] No

16. Student carries medication (this only applies to medications for conditions such as asthma/anaphylaxis/diabetes/epilepsy) all other medications should be handed in to the medical office for safe storage *

Tick all that apply.

- [ ] Yes
- [ ] No

17. Medication to be stored *

Tick all that apply.

- [ ] Yes
- [ ] No

18. Procedures to take in an emergency

_____

_____

_____

_____

_____

19. Date completed *

_____

Example: 7 January 2019

20. Electronic signature parent/guardian completing form. *

_____

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