



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

Austin Farm Academy

1. The staff of *Westcountry Schools Trust* wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The HAB members will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. The *Headteacher* will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support): parent informs the school and completes medical form, student name and details recorded on SIMs, teachers informed, medication, parent permission form and administration details held in the central medication file, headteacher/SENDCo/class teacher to book training with outside agency if specific training required e.g. diabetic nurse, etc. If needed, meeting arranged between parent and member of SLT to complete an IHCP. Previous/next school contacted for transition information.
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis: parent informs the school and completes medical form, student name and details recorded on SIMs, teachers informed, medication, parent permission form and administration details held in the central medication file, headteacher/SENDCo/class teacher to book training with outside agency if specific training required e.g. diabetic nurse, etc. If needed, meeting arranged between parent and member of SLT to complete an IHCP. Previous/next school contacted for transition information.
4. The above procedures will be monitored and reviewed by Ruth Baptiste, Headteacher.
5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Austin Farm Academy, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink

- (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional?
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. Mrs Baptiste will have the final decision on whether an Individual Health Care Plan is required.

THE ADMINISTRATION OF MEDICINE

- 7. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
- 8. Any parent/carer requesting the administration of medication will be given a copy of this policy.
- 9. Prescribed medication will be accepted and administered in the establishment
 - Non-prescription medication will only be accepted and administered in the following circumstances: *attending residential*s.
- 10. Non-prescription medication will not be accepted and administered in school in any other circumstances
- 11. Prior written parental consent is required before any medication can be administered.
- 12. Only reasonable quantities of medication will be accepted (no more than one week's supply).
- 13. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or Megan Pickard (administrator) authorised by the Headteacher.

14. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
15. The school will not accept items of medication which are in unlabelled containers or not in their original container.
16. Unless otherwise indicated, all medication to be administered in the school will be kept in the school office.
17. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.
18. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.
19. Where it is appropriate to do so, students will be encouraged to administer their own medication - if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these.
20. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
21. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
22. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.