



# GREENWOOD ACADEMIES TRUST

## Medical Support for Pupils

**Version 4.0**

|                 |   |
|-----------------|---|
| Document Owner: | Chief Operations and Sustainability Officer |
| Reviewed:       | 30/05/2023                                  |

## Table of Contents

|  |    |
|--|----|
| 1. Policy Overview .....   | 3  |
| 2. Supporting Pupils with Medical Conditions.....  | 3  |
| 3. Administration of Medicines .....   | 5  |
| 4. Complaints.....   | 6  |
| <br>   |    |
| Appendix A - Policy for the Management of Medication .....                                     | 7  |
| Appendix A1 - Parent Agreement for Academy to Administer Prescription Medicine .....           | 9  |
| Appendix A2 - Daily Log for the Administration of Medicines (prescription only) .....          | 10 |
| Appendix A3 - Parent Agreement for Self-administration of Medication .....                     | 11 |
| Appendix A4 - Parent Agreement for Self-administration of Medication with Secure Storage ..... | 12 |
| <br>   |    |
| Appendix B - DfE Guidance on support for pupils at school with medical conditions .....        | 13 |

## 1. Policy Overview

This policy has been prepared in accordance with the Academy's statutory duty to make arrangements for supporting pupils with medical conditions. This policy has been prepared with reference to the Department for Education's statutory guidance *Supporting pupils at school with medical conditions* (December 2015). Due regard must also be had to this guidance in implementing this policy.

The Academy's First Aid policy and procedures are set out in the separate First Aid Policy. More detailed guidance is also available in the electronic Health and Safety Manual.

## 2. Supporting Pupils with Medical Conditions

### i) Principles

The Academy will ensure that:

- pupils with medical conditions are properly supported so that they have a full and active role in Academy life
- parents feel confident that the Academy will provide effective support for their child's medical condition
- pupils feel safe
- relationships are established with local health services so that expert assistance can be provided when required
- where appropriate, the advice of healthcare professionals is sought and carefully considered
- the values and views of pupils and parents of pupils with medical conditions are sought and listened to
- there is effective management of absence associated with a pupil's medical condition (whether short-term or long-term) and properly supported reintegration thereafter
- sufficient staff are suitably trained to provide the medical support required within the Academy
- relevant staff will be made aware of and briefed regarding any medical condition that a pupil may have, including any cover or supply staff where necessary
- Individual Healthcare Plans (IHPs) will be implemented where appropriate and monitored
- appropriate risk assessments for school trips or activities run by the Academy which are outside of the usual timetable are in place
- where a pupil has a medical condition which amounts to a disability, the Academy will also comply with its duties under the Equality Act 2010.

In line with its safeguarding and health and safety duties, the Academy may refuse to allow a child into school if it would be detrimental to the health of that child, other pupils or staff (for example, in the case of an infectious disease).

### ii) Responsibilities

The individual with day-to-day responsibility for the implementation of this policy will be the Principal of the Academy.

#### **The Greenwood Academies Trust (GAT)**

The Trust will be ultimately responsible for ensuring that this policy is developed and implemented by the Academy.

#### **The Academy Principal**

The Principal of the Academy is responsible for:

- ensuring that staff are aware of this policy and their role in its implementation

- ensuring that this policy is effectively implemented and that this is done in collaboration with healthcare professionals, Academy staff, local authorities (where relevant) , parents and pupils.
- ensuring that appropriate staff are made aware of a particular pupil's medical conditions
- ensuring that sufficient staff are trained to implement this policy and deliver the requirements of IHPs
- overall development and decisions relating to IHPs
- ensuring staff have appropriate insurance to support pupils with medical needs in accordance with this policy.

### **Academy Staff**

Academy staff must be trained to know what to do when they become aware that a pupil with a medical condition needs help

### **The Academy NHS Nurse**

The Academy's NHS nurse is responsible for:

- notifying the Academy where a pupil has been identified as having a medical condition which will require Academy support
- supporting Academy staff with implementing IHPs
- providing advice where required (for example, on training requirements for staff).

### **Parents**

Parents are responsible for:

- providing sufficient and up-to-date information about their child's medical needs
- being involved with the development of any IHP that may be required for their child.

#### iii) Identification of a Medical Condition

The Academy does not need to await a formal diagnosis before providing support for a pupil with a medical condition. However, to ensure that the right support is provided, the Academy will expect to receive medical evidence and information from the pupil's parents/carers.

#### iv) IHPs

The Principal, or designated person, will be responsible for the development of any IHP for a pupil of the Academy.

The Academy will follow the process set out at Appendix B of this policy in developing an IHP.

It will be for the Academy to determine, in consultation with the pupil, their parents and any relevant healthcare professional, whether an IHP should be put in place and the form this should take. Following such consultation, the Principal will take the final decision as to whether an IHP will be put in place and, where an IHP is deemed necessary, the Academy will be responsible for finalising it and ensuring it is implemented.

The Academy would expect an IHP to be appropriate where:

- the medical condition may fluctuate
- there is a high risk that emergency intervention will be needed
- the medical condition is long-term and/or complex

The aim of an IHP is to offer clarity about what support needs to be provided, when and by whom. It will capture key information and required actions but the level of detail will depend on the particular condition and medical needs of the pupil. It will also cross-refer to the child's statement of SEN or EHC Plan, where applicable.

In deciding the information to be recorded within the IHP, the Academy will follow DfE guidance. Importantly, the IHP will define what constitutes an emergency in respect of that pupil's condition and explain what should be done in an emergency situation.

IHPs will be reviewed annually. They may be reviewed more frequently if the pupil's needs change. Parents are responsible for providing sufficient and up-to-date information about their child's medical needs.

v) Staff Training

The Academy will support its staff in their role of supporting pupils with medical conditions.

Any member of staff may be asked to provide support to pupils with medical conditions (including administering medicines) but no member of staff can be required to do so.

Any member of staff providing medical condition support to a pupil should have received suitable training in accordance with the DfE guidance *Supporting pupils at school with medical conditions (December 2015)*. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. A first aid certificate does not amount to appropriate training in itself.

Training needs will be identified and assessed by the Principal, or designated person, through:

- the development of specific IHPs
- consideration of the existing knowledge and experience of staff
- liaison with the relevant healthcare professional

In addition, there will be regular training for all Academy staff to ensure awareness of their role in implementing this policy.

vi) Self-Management

The Academy recognises that often pupils will be capable of managing their own medical needs and will encourage pupils to take this responsibility and have this independence where appropriate. This will be reflected in IHPs where applicable.

Before a pupil can self-administer medicine while at the Academy, the parents of the pupil must complete and return to the Academy the form to consent to self-administration, as set out at Appendix A4.

Where a pupil refuses medication or refuses to carry out a necessary procedure, , Academy staff should refer to the IHP to determine the required procedure. Parents must also be informed.

### **3. Administration of Medicines**

Please see Appendix A for the Academy's policy on the administration of medicine to pupils.

#### **Emergencies**

Pupils should inform a member of staff immediately if they believe medical help (whether for themselves or another pupil) is needed.

In an emergency situation, where the pupil has an IHP, the procedure set out in the IHP must be followed.

More generally, in an emergency situation, staff at the Academy will act 'in loco parentis' in order to comply with their duty of care towards the pupil. This means that they will carry out the role of a reasonable parent.

For example, the Academy will:

- carry out any appropriate First Aid in accordance with the First Aid Policy
- contact the emergency services if considered necessary
- contact the pupil's parents/carers as soon as possible, using the emergency contact numbers provided by the parents

Where a pupil needs to be taken to hospital and the parent of the pupil cannot arrive at the Academy in time, a member of Academy staff will accompany the pupil in the ambulance and remain at the hospital with the pupil until the parent/carer arrives.

#### **4. Complaints**

Any complaints relating to the Academy's actions under this policy and the support provided to pupils with medical conditions should be raised through the Academy's complaints process.

#### References

Trust health and safety documentation relating to medicines and medical care, including guidance on managing medicines and specific medical conditions e.g. asthma, diabetes, epilepsy, haemophilia etc. can be found on SharePoint in the Health & Safety Hub, Documents tab, Medication & Medical folder



# GREENWOOD ACADEMIES TRUST

## Policy for the Management of Medication

This policy is written in accordance with the *Department for Education statutory guidance Supporting Pupils at school with medical conditions* (**December 2015, updated August 2017**).

Medicines should only be administered at the Academy if it would be detrimental to the pupil's health not to do so. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be administered outside of school hours.

### **A) Prescription Medication**

This policy is relevant for tablets, medicines, creams and sprays prescribed by a GP or other authorised healthcare professional.

1. All parents/carers will be asked to complete the Parental Agreement Form (Appendix A1, A3 or Appendix A4) in the presence of the designated person before medicine can be administered by the Academy.
2. All prescribed medicines must be brought to the Academy in the original container with the prescriber's instructions for administration and dosage and must be in-date. NB insulin may be in a pen or pump rather than the original container.
3. All medication (see item 6 for exceptions) must be handed in to the Academy reception with a covering letter from the parent/carer on the day that it is brought in to the Academy (the letter must be filed with the Parental Agreement Form (Appendix A2, A3 or Appendix A4) and moved to the individual pupil's file at the end of each term).

#### 4. Storage of Medication

- (i) All medication (see item 6 for exceptions) will be secured in a locked cabinet/container. The pupil will be made aware of where the medicine is stored and how to access it immediately.
- (ii) A safe container for the disposal of sharp needles will be kept in a locked cabinet and handed to the site manager for safe disposal.
- (iii) Medicines requiring refrigeration should be kept in a secure, clearly labelled box in the fridge.

#### 5. Administration of Medication

- (i) Prescription medication will be administered in accordance with the prescriber's instructions by the member(s) of staff named in the parent/carer agreement and/or IHP or by one of the following:
  - Principal
  - Designated person(s)

Academy staff will be appropriately instructed on the administration of medication.

- (ii) The Academy will keep a daily log of all medicines dispensed (Appendix C2).
- (iii) Administration will always be recorded and witnessed and countersigned by an additional member of staff (See Appendix C2).

#### 6. Exceptions

- (i) Secondary age pupils who have an inhaler for asthma will keep it in their Academy bag, to be used by themselves only as necessary. The inhaler must be clearly marked with the pupil's name.
- (ii) Secondary age pupils who have an Epi Pen for allergic reactions will keep it in their Academy bag clearly labelled with their name. This is to be administered by one of the staff named in Section 5.
- (iii) Pupils who have a signed Appendix C3 or C4 authorising self-administration.

### **B) Non-Prescription Medicine**

Non-prescription medication will not normally be administered by the Academy. Non-prescription medication will only be administered where the Academy has written parental consent.

- 7. Where a pupil's medical or care needs are covered under the Equality Act 2010, staff will be informed of any reasonable adjustments necessary to the curriculum and its delivery, the Academy environment and equipment. Consideration will be given to the potential impact of:
  - time and effort
  - inconvenience
  - indignity or discomfort
  - loss of opportunity
  - diminished progress.

*\* See the SEN and Disability Policy.*

- 8. A copy of the DfE guidance *Supporting pupils at school with medical conditions (September 2014)* is published with the policy and will be kept available in the Academy for reference.

NB. Appendices A1 – A4 can be found on the SharePoint Health & Safety hub. To ensure that the current documentation is used forms should always be downloaded from the hub and not copied from this document.



Appendix A1



GREENWOOD ACADEMIES TRUST

Parent/Carer Agreement for Academy to Administer Prescription Medicine

Please complete this form, giving all details, if you wish to give permission for the Academy to administer prescribed medicine to your child. NB - the Academy will only administer medicine if the GP requires it to be administered during the school day

Pupil's name: .....

Year/Tutor group: .....

Parent/carers name: .....

Telephone number: .....

Named Staff: .....

Name of Medication: .....

Possible side effects of the medication (if any): .....

.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document and all necessary equipment e.g. syringes, spoons

Dosage, timing, with or without liquids, before or after a meal, method of administering, storage

I give my permission for named staff at the above Academy to give my child prescription medicines in accordance with the Academy policy for the management of medication.

I confirm that the medicine and equipment I have provided has been prescribed by a GP or other qualified professional, dispensed by a pharmacist and is in date and in its original container  
*I have read and understood the Academy Policy for the Management of Medication*

Signed: ..... (Parent / carer)

Signed: ..... (Academy staff)

Date: .....



## GREENWOOD ACADEMIES TRUST

### Daily Log for the Administration of Medicines (prescription only)

| Date | Pupil's name | Tutor group | Written permission held | Permission given by | Time of previous dose | Method of Admin. | Name of medicine | Side effects | Expiry Date | Staff signature |  |
|------|--------------|-------------|-------------------------|---------------------|-----------------------|------------------|------------------|--------------|-------------|-----------------|--|
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |
|      |              |             |                         |                     |                       |                  |                  |              |             |                 |  |

**NB** - If written permission is not held the parent/carer must be contacted before medicine is administered. A note of the time of phone call and person giving permission should be entered in the log. Administration of non-prescription medicines are the responsibility of the parent/carer, they **must not** be administered by Academy staff.



# GREENWOOD ACADEMIES TRUST

## Parent/Carer Agreement for Self-administration of Medication

Please complete this form, giving all details, if you wish to give permission for your child to self-administer medication.

Name of Academy: .....

Pupil's name: .....

Year/Tutor group: .....

Parent/carers name: .....

Telephone number: .....

Name of Medication:  
.....

Possible side effects of the medication (if any):  
.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document:

I give my permission for my child to self-administer the medication named above in accordance with advice from the medical practitioner signed below.

Medication will be stored safely in a bag which will be supervised or secured in an office at all times.

***I have read and understood the Academy Policy for the Management of Medication and want my child exempted from conditions relating to administration by staff.***

Signed: ..... (Parent / carer)

Signed: ..... (Medical practitioner/nurse)

Signed: ..... (Academy staff)

Date: .....



# GREENWOOD ACADEMIES TRUST

## Parent/Carer Agreement for Self-administration of Medication with Secure Storage

Please complete this form, giving all details, if you wish to give permission for your child to self-administer medication.

Name of Academy: .....

Pupil's name: .....

Year/Tutor group: .....

Parent/carers name: .....

Telephone number: .....

Name of Medication: .....

Possible side effects of the medication (if any):  
.....

I have provided all necessary additional information about my child's needs as outlined below or attached to this document (including times/frequency of doses)

I give my permission for my child to self-administer the medication named above in accordance with advice from the medical practitioner signed below.

Medication will be handed to reception each day and secured in an office at all times. The named pupil will access medication at the appropriate times as stated above\*.

***I have read and understood the Academy Policy for the Management of Medication and want my child exempted from conditions relating to administration by staff.***

Signed: ..... (Parent / carer)

Signed: ..... (Medical practitioner/nurse)

Signed: ..... (Academy staff)

Date: .....



Department  
for Education

# Supporting pupils at School with medical conditions

**Statutory guidance for governing bodies  
of maintained schools and proprietors of  
academies in England**

[Please click this link for the most current legislation](#)