



The Observatory School

# **Children with Medical Conditions** **including the Administration of** **Medications policy**

Person Responsible for policy implementation: Headteacher

Last Review: March 2024

Next Review: March 2025

## **Policy Statement**

The Observatory School is a Specialist School for children in KS2, 3 and 4 with Social Emotional and Mental Health difficulties, that welcomes and supports pupils with medical conditions.

The Observatory Schools has three founding pillars which underpin everything that we do do; they are as follows:

- ❖ **Self-regulation and regulation curriculum**

**Self-regulation permeates all aspects of the school curriculum and is seen as key in supporting pupils to make progress in addressing SEMH needs.**

- ❖ **Preparing for adulthood/independence**

**The journey to adulthood starts the day that we are born. The curriculum works across all key stages to prepare pupils for adult life and help them go on to achieve the best outcomes in employment, independent living, health and community participation.**

- ❖ **Safeguarding and understanding of needs and impact on vulnerability**

**Broader than traditional safeguarding this driver relates to empowering staff in understanding and having empathy for the situations of their pupils and employing a wider range of means to reduce the vulnerability of pupils and ensure their safety and well-being.**

The Observatory School is welcoming and supportive of pupils with medical conditions and understands that pupils can suffer from long term, short term, chronic and acute illnesses. They will provide for all pupils without exception or discrimination and no child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. Pupils with medical conditions will be provided with the same opportunities and access to activities, both in and out of school as other pupils. This includes both physical and mental health conditions. The Observatory School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

## **Policy implementation**

The school commits to:

- Ensure that the staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Listen to the views of pupils and parents
- Ensure that pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- Ensure all pupils joining school have a written Health care plan in place, agreed jointly with parents, pupils, healthcare professionals and school staff, before they start at The Observatory School. They will be reviewed regularly at least annually, at agreed points
- Ensure that all staff understand their duty of care to children and young people, understand and support the medical conditions policy and know what to do in the event of an emergency
- Understands that all children with the same medical condition will not have the same needs.
- Staff receive training on the impact medical conditions can have on pupils
- Recognising that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory.
- Understand that some children who have medical conditions may also have disabilities and / or special educational needs.
- Ensure that First aid boxes are located throughout school and staff are trained in the administration of first aid.
- Make sure that pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels
- Share the medication policy on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.
- Ensure that pupils can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution

### **Staff training**

- Any member of staff providing support to a pupil with medical needs will have received suitable training.

- Current staff will be trained in emergency first aid and will know what action to take in an emergency and receive regular updates.
- Senior leaders will be trained in first aid at work and will receive regular updates
- Policies and procedures are discussed with temporary and supply staff and will form part of their induction.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.

Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met. Staff are made aware of any new medical conditions during morning briefing (held daily).

Teachers have the overall responsibility for the running of the classroom and the meeting of their pupils' needs, however they can delegate to support staff to ensure that regular contact is made with parents to keep them informed of any issues.

### **Administration of medication**

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.

Written parental consent is obtained before any medication is administered, without which, no medication is to be administered. Signed permission, provided on a medication letter, will last for 12 months to administer medication, but verbal permission will always be sought before **non-prescription** medication is administered in addition to signed consent.

**Prescribed medication** is administered at the prescribed dosage and is from the original container dispensed by a pharmacist, including instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to the school inside an insulin pen or a pump, rather than its original container.

If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Care Plan. Parents will be informed.

## Administration of Non-prescription for pain relief

Non-prescription medication will only be administered to pupils experiencing pain or allergic reactions under the following conditions:

- Written permission to administer non-prescription medication has been provided by parents **within the last 12 months**. Written permission confirms there is no allergies to the required medication
- At least 30 minutes has passed since the pain was first described by a pupil, to a member of staff, unless an allergic reaction is clear.
- Staff have tried a range of appropriate distraction techniques, including, but not limited to:
  - A drink of water
  - Something to eat
  - Have a lie down
  - Fresh air
  - A short break from learning/reduced expectations
  - Implementing strategies
- Staff have explored the origin/type of pain, and are confident that the child is in sufficient distress/pain to warrant medication
- Parents have been contacted to see if the pain is known to them, or if the pain has been long standing.
- Parents have confirmed that parents have not taken medication within the time-scales detailed on the medication packaging.
- Only medication stocked by school and in its original packaging will be administered. Medication will be administered in line with the recommended dosage described on the packaging and the pupils' age.
- School will only administer one dose of non-prescription medication during the day.
- Only standard medications will be administered e.g. paracetamol. No combination medications will be given. **Aspirin will never be administered for pain relief.**

Once the above has been confirmed, the following procedures will be followed:

- Permission to administer medication for pain relief is sought and given by a member of SLT only. **No other members of staff are able to approve this.**
- SLT has clarified the above points.
- Parents have been contacted **only by an agreed member of staff**. These include any member of SLT, PA to the SENCO (Vyner campus) or Finance Officer (Leasowe campus). The following information will be sought prior to administration, and staff will ask the following questions:
  - Has the child taken any medication at all today?
  - What is the name, and what time?
  - Do you give permission to administer?
- If the pain does not lessen, or remains too much for the child to cope with following an appropriate period of time, parents will be called to collect the child.
- School will review the frequency of administration of non-prescription medication for individual pupils and refer to parents where patterns arise.

Any medication administered is recorded after each administration with at least one signatory, two when possible, in the medication file. There is a weekly count of all medications. Pupils are supported in the administration of **self-medication**, for example the administration of insulin.

**In an emergency situation, first aid will be administered as required, even where written permission to do so is not provided. This may include (this list is not exhaustive) administration of inhalers, epi-pens or defibrillators.**

### **Administration of medication, and managing health needs during off-site visits**

This school ensures this policy is applied across the curriculum, and includes when pupils are out of school on day trips or residential trips. This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit. When a pupil requiring medication is out of school on a school trip the medication is taken in a locked box with a record of administration to be signed by staff on the trip. Medication will only be released in the required doses, and clearly labeled in individual packages. The leader of the trip is responsible for the safekeeping and the administration of the medication.

Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required.

### **Storage of medication**

This school will store medication that is in-date and labeled in its original container.

Medication will only be accepted on-site where it is in its original container, complete with a dispensing label including the child's name and instructions for administering from a qualified healthcare professional.

The school administrator of medication regularly checks all medication held in school and all medicines which will expire will be returned to parents and replacements requested.

This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

There is a lockable medical fridge in agreed locations on each campus for storage of medication that requires refrigeration. The fridge is clearly labeled. All medication, including controlled drugs, are secured in a medication safe with limited staff access. The only medication stored on the school premises is:

- Medication that is prescribed to an individual, with a label detailing the name of the prescribed person and details of it's administration
- Paracetamol that has been purchased by an agreed member of school staff
- Emergency medication that has been collected by the school, and released by a chemist e.g. asthma inhalers.

### **Support from outside agencies**

The school has access via services of a NHS school nurse as per universal services. The school nurse will advise on any aspect of pupils' medical needs. The school nurse liaises with pediatricians and GPs. The Pastoral Manager and/or SENCO can maintain regular meetings with all agencies involved in a pupils needs and reports the outcome of the meetings to the relevant staff.

### **Record keeping**

- Parents at this school are asked if their child has any medical conditions before the pupil starts school.

- This school uses a Care Plan to record the support an individual pupil needs around their medical condition. The Care Plan is developed with the pupil (where appropriate), parent, school staff and relevant healthcare services.
- The Care Plans are always created with relevant staff and outside agencies present
- Care Plans are reviewed regularly or whenever the pupil's needs change.
- The Local Authority, parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the Care Plan. Other school staff are aware and physiotherapists, speech therapists and occupational therapists have access to the Care Plans for pupils in their care
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the nurses, pupil (where appropriate), parent and relevant healthcare services prior to any school visits to discuss and make a plan for any extra care requirements that may be needed.
- The medication administration staff keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

### **Physical environment**

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating health and safety risks.**

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers.
- The Care Plan details an individual pupil's triggers and details how to make sure the pupil remains safe during the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

**Each member of the school knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

**The medical conditions policy is regularly reviewed, evaluated and updated.**