



# Supporting Pupils with Medical Conditions and Administering Medications

Last Review Date: September 2025

Next review Date: September 2026

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

Last updated: 1 September 2024

At Brookfield School we want to ensure that all our pupils including those with medical conditions receive appropriate care and support whilst at school, in order for them to experience a rich academic life with full access to the curriculum and to remain healthy.

This policy has been developed in line with the DfE's guidance reviewed in December, 2015: 'Supporting pupils at school with medical conditions'.

Brookfield is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition and make him or her feel safe. The following definitions apply throughout this policy:

**"Medication"** is defined as any prescribed or over the counter medicine.

**"Prescription medication"** is defined as any drug or device prescribed by a doctor.

A **"staff member"** is defined as any member of staff employed at Brookfield School, including teachers.

Named staff currently trained to administer prescription medication are:

- KS3: Lynda Morley, Ellie Cash, Joanne Mackie
- KS4: Katie Brocklehurst
- Intense Support: Fiona Carver, Ryan Heaney, Carl Fellows

## **School Responsibilities:**

Brookfield School is responsible for:

- Implementation and management of policy and procedures for "Supporting Pupils with Medical Conditions".
- Any necessary changes to the policy, following a governing body review.
- Staff awareness of this policy.
- Liaising with healthcare professionals or the school nursing service regarding the training required for staff and to ensure development of the policy effectively with partner agencies.
- Ensure relevant members of staff are aware of a child's medical condition.
- Develop individual Health Care Plans (HCP's).
- Ensure a sufficient number of trained members of staff are available to implement the policy and deliver HCPs in normal, contingency and emergency situations.
- Organise first-aid training.
- Carry out appropriate risk assessments when making reasonable adjustments for pupils with medical conditions, to ensure the inclusion of pupils in activities.

## **Parents/Carer responsibilities:**

In order for medication to be administered at school, parents and carers agree to:

- Keep the school informed about any changes to their child/children's health.
- Notify school in writing before bringing medication into school.

- Provide the school with the medication their child requires. Parent/carers are responsible for checking expiry dates on medication being sent into school and replacing it as the need arises. Medication will be checked each time it is administered and parents informed accordingly.
- Collect any leftover medicine at the end of the course or year.
- Discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, work collaboratively to develop Health Care Plans and/or an IHCP (Intimate Health Care Plan) for their child with Deputy Headteacher: SENCO (HCP's), Provision Leads (IHCP's), staff members and healthcare professionals.

### **Administering Medication:**

Medication may be given routinely or in an emergency. In every case medication is only given to a pupil where the proper procedures are in place.

- The responsibility for the day-to-day management of medication in school is delegated to L. Morley (KS3) and K. Brocklehurst (KS4).
- Administering medication occurs in two steps:
  - Step 1: removal of dose from original packaging and transfer to labelled envelope
  - Step 2: giving medication to pupil
- Step 1 should be completed by 2 members of staff during which there is a checking process:
  - medication to be given is checked for pupil's name, the name of the medication, the required dose, and whether it remains in date.
  - The record of administering medication must be completed and signed by both staff members.
- Trained staff may delegate the responsibility for Step 2 to give a prepared dose to individual pupils to allow pupils to access activities outside the school building during the day. In this case, trained staff will have prepared the medication into an envelope labelled for the specific pupil during Step 1 prior to them leaving.
- No staff member may remove prescription medicines from the cabinet or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- No staff member may administer drugs by injection (eg. EpiPen, insulin) unless they have received training in this responsibility.
- Epi-pens must be signed out from the office upon leaving school and signed back in again upon return.
- The SENCO/DSL will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

### **Health Care Plans (HCPs):**

Where necessary, an HCP will be developed in collaboration with the pupil, parents/carers, Deputy Headteacher: SENCO, Provision Lead, admin staff and medical professionals.

- HCPs will be easily accessible (in pupil files on Sharepoint) to those who need to refer to them, whilst also preserving confidentiality.
- HCPs will be reviewed on admission and then during their annual review meeting, or when a child's medical circumstances change, whichever is sooner.
- If a child is going on a Type B educational visit then the medical form for individual pupils may be discussed by the visit leader/parent/carer prior to the visit. This will allow for confirmation of medication or new changes. NB: Educational visit Form 5 should detail pupils with health issues/and/or/medication information.
- All care plans are taken on educational visits and on Outdoor Ed. alongside emergency contact numbers.
- All our pupils have an EHCP and the HCP /IHCP will be linked to it or become part of it and will be discussed at the annual review.

## **Medication:**

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

- Medication is kept in a designated secure cabinet or fridge located in the staff area together with a record of administered medication file.
- A total of one academic term's supply of the medication may be provided to the school at one time.
- No child will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances when permission may be gained by phone-call. This should be recorded in the record of administered medication.
- Medication can only be given to the individual they are prescribed for in school premises.
- Passing medication to others can be an offence which will be dealt with under our Drug and Alcohol Policy.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of relevant staff.
- Pupils will never be prevented from accessing their medication and it being administered by an adult.
- All medications should be brought in to school by the responsible adult transporting the child to school. These should be signed in and out of school by the persons named in the policy; in the case of absence of these staff then a member of SLT should take complete this task.

- No medication will be given without first checking the maximum dosages and when the previous dosage was taken.
- Two members of staff will be present when any medication is administered.
- Devices such as asthma inhalers, blood glucose testing and adrenaline pens will always be readily available to pupils and will not be locked away, but will be stored safely within easy reach of the pupil if required.
- Staff at Brookfield cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medications out of date or left over at the end of the course will be returned to the child's parents/carers.

### **Information for parents/carers sending medications into school:**

- Medicines **MUST** be in date, labelled, and **provided in the original container** (except in the case of insulin which may come in a pen or pump) with dosage instructions.
- Medicines which do not meet these criteria will not be administered.
- Each container must be clearly labelled with the following information:-
  1. Name of medicine
  2. Child's name
  3. How much medicine to be given (dosage)
  4. When the medicine has to be given
  5. Expiry date
- Notes should be recorded in the HCP where medicine should be stored

### **Emergencies:**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an HCP is in place, it should detail, if necessary:
  - What constitutes an emergency?
  - What to do in an emergency?
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **First Aid: see First Aid Policy.**

- The Headteacher will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.
- There is always a first aider in school and on any educational visit.

- The School Business Manager is responsible for organising first-aid training.
- The school has one first-aid cabinet, which can be found in the Medical Room at Poulton – stocks of first aid items are stored here. There are further fully stocked first aid kits in several named locations on each site of the school and in school vehicles; these are highlighted on the green First Aid Information posters around the school.
- The cabinet and all kits contain a sufficient number of suitable provisions to enable the administration of first-aid and they are checked regularly and replenished as necessary.
- There are several staff trained in first aid and a list is available of their current certification they are named on the green First Aid Information posters around the school.
  - 4 members of staff are trained in 'Emergency First Aid at Work.'
  - 2 members of staff are trained in Paediatric First Aid
  - The Outdoor Ed Instructor holds the 'ITC Certificate in Outdoor First Aid at SCQF Level 6'.
- First-aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first-aid arise.
- First aiders will give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school and ensure that an ambulance or other professional medical help is called where appropriate.
- Records are kept in CPOMS of all accidents and any first aid given to pupils, staff or visitors to school.

The Headteacher will ensure that procedures are in place to report/record any injuries to staff or pupils. Major or fatal injuries are reported without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All records are checked annually by the Health & Safety Governor and/or the Safeguarding Governor. Any concerns will be reported back to the Full Governing Body and to the Headteacher.

This policy should be read in conjunction with the First Aid Policy, the Educational Visits Policy and Brookfield School's Local Offer.