

## Administering Medicines and Medical Conditions Policy 2019

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Directors are also Trustees of the exempt charity; the term 'Trustee' used in this Policy also means Director. This Policy applies to all pupils in schools within the Link Academy Trust.

All schools within the Link Academy Trust are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

1. The staff of The Link Academy Trust wish to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions should have full access to education including trips and Physical Education. The Board of Trustees will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.
2. The Trust's insurance will cover liability relating to the administration of medication.
3. The Executive/Academy Heads will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when a pupil's needs change; arrangements for staff training or support
  - Procedures to be followed when a pupil moves to the school mid-term or when a pupil has a new diagnosis
4. The above procedures will be monitored and reviewed by the Executive/Academy Heads.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the individual schools, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
  - a) The pupil'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
  - b) Specific support for the pupil's education, social and emotional needs, such as how absences will be managed and requirements for extra time to complete tests
  - 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 pupil'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 pupil refusing to take medicine or carry out a necessary procedure
6. The Executive/Academy Heads will have the final decision on whether an Individual Health Care Plan is required.

### **PUPILS WITH ASTHMA**

7. The Link Academy Trust has decided to hold emergency inhalers and spacers in each school, for the treatment of an asthma attack, provided parental consent for the use of this is obtained in advance for their child.  
Inhalers and spacers, specific to individual pupils who suffer from asthma **will** also be held in school, providing parental consent is given.  
The emergency inhalers will only be used if the pupil's prescribed inhaler is not available (e.g. broken or empty)
8. The Executive/Academy Heads will be responsible for ensuring the following:
- Instructing all staff on the signs of an asthma attack and when emergency action is necessary
  - Instructing all staff on the existence of this policy
  - Instructing all staff on which pupils suffer from asthma and have inhalers
  - Instructing all staff on where the pupil inhalers and emergency inhaler are located
  - Knowing how to administer inhalers through a spacer
  - Making appropriate records of attacks
9. The Executive Academy Heads will be responsible for the storage, care and disposal of asthma medication.
10. Staff are to supervise all pupils who are able to use their own inhalers and spacers, providing parental consent has been given.
11. The School Administrators will be responsible for ensuring that there has been written consent from parents for the administration of their child's inhaler and spacer and the emergency inhaler if required.
12. The Executive/Academy Heads and School Administrators will be responsible for ensuring parents are informed when their child's inhaler needs replacing.

### **THE ADMINISTRATION OF MEDICINE**

13. The Executive/Academy Heads will accept responsibility in principle for members of school staff giving or supervising a pupil taking prescribed/non-prescribed medication during the day, where those members of staff have volunteered to do so. Staff must ensure the appropriate records of administering medicine are completed.
14. Prescribed medication will be accepted and administered in the establishment

15. Non-prescription medication will also be accepted and administered in certain circumstances
16. Prior written parental consent is required before any medication can be administered.
17. Only reasonable quantities of medication will be accepted (no more than one week's supply).
18. Each item of medication should be delivered in its original dispensed container and handed directly to the School Administrators authorised by the Executive/Academy Heads.
19. Each item of medication should be clearly labelled with the following information:
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
20. The schools will not accept items of medication which are in unlabelled containers or not in their original container.
21. Unless otherwise indicated, all medication to be administered in the schools will be kept in the School Office or fridge in staff room if necessary
22. Where it is appropriate to do so, pupils 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 pupil to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), the pupil will **not** be allowed to carry these.
23. 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 pupil's need for medication.
24. Staff who volunteer to assist in the administration of invasive medication e.g. Epipens, 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.
25. The school will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.

**Approved by the Board of Trustees: 9 December 2019**

Next Review: Autumn Term 2021