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Supporting Learners with medical conditions and Managing Medicines Policy

1. Purpose

This policy aims to ensure that:

- Learners, staff and parents understand how the Centre will support learners with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including Centre trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of learners' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Developing and monitoring individual healthcare plans (IHCPs)

The named person with responsibility for implementing this policy is the line manager of IHCP Coordinator.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting learners at their Centre with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting learners with medical conditions at Centre](#).

3. Roles and Responsibilities

The governing body

The governing body has ultimate responsibility to make arrangements to support learners with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head of Centre

The Head of Centre will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHCPs
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Contact the IHCP Coordinator in the case of any student who has a medical condition that may require support at the Centre

Staff

Supporting learners with medical conditions during Centre hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

All teachers should:

- Take into account the needs of students with medical conditions that they teach. Know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- Take appropriate steps to support children with medical conditions; where necessary, make reasonable adjustments to include students with medical conditions into lessons.
- Administer medication, if they have agreed to undertake that responsibility.
- Undertake training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility. Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Complete a parental agreement for school to administer medicine form before bringing medication into school. Medicines, both prescription and non-prescription, must only be administered to a child where written or oral permission (in an emergency) for that particular medicine has been obtained from the child's parent/carer.
- Parents will sign on the parental agreement that they understand this clause.

- Provide the school with the medication their child requires and keep it up to date.
- Collect any leftover medicine at the end of the course (as appropriate).

Learners

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs.

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. In particular this relates to learners with Type 1 Diabetes or severe allergies. Where possible learners will be allowed to carry their own medicines and devices if they have these medical conditions. Where this is not possible, their medicines will be located in an easily accessible location. If learners refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored. Where appropriate, learners will be encouraged to take their own medication under the supervision of a member of staff.

Other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the Centre and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHCPs.

4. Equal Opportunities

The Centre is clear about the need to actively support learners with medical conditions to participate in Centre trips and visits, or in sporting activities, and not prevent them from doing so.

The Centre will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on Centre trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the Centre is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHCP.

The Centre will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to the Centre.

Parents will be given a copy of the Supporting Learners with Medical Conditions policy and a letter outlining what is required of them when dispensing and collecting medication when their child is enrolled at Red Balloon Worthing.

6. Individual healthcare plans (IHCPs)

The Head of Centre has overall responsibility for the development of IHCPs for learners with medical conditions. **This has been delegated to IHCP Coordinator.**

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out: what needs to be done, when, by whom

Not all learners with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head of Centre will make the final decision.

Plans will be drawn up in partnership with the Centre, parents and a relevant healthcare professional, such as specialist or paediatrician, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any education, health and care (EHC) plan. If a learner has SEN but does not have an EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Head of Centre/ Health & Wellbeing Coordinator will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the learner's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the Centre needs to be aware of the learner's condition and the support required
- Arrangements for written permission from parents and the Head of Centre for medication to be administered by a member of staff, or self-administered by the learner during Centre hours
- Separate arrangements or procedures required for Centre trips or other Centre activities outside of the normal timetable that will ensure the learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at Centre:

- When it would be detrimental to the learner's health or Centre attendance not to do so and
- Where we have parents' written consent

Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Two members of staff will be present when administering any medication. They will both sign in the medical book to say they witnessed the correct administering of medicine.

When giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed using Arbor.

Medication should not be mixed with other learner's medication and will always be dispensed individually.

The Centre will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The Centre will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and

devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner to use. All other controlled drugs are kept in a secure cupboard in the **Medical Room** and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept. **The storage of controlled drugs will be kept to a minimum.**

Learners managing their own needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

Nut Aware Centre

The Centre asks parents and carers on transition to the Centre to identify if their child has allergies – which may include to nuts. In light of this information the Centre takes measures and advises parents, carers, students and staff to support us in being Nut Aware by asking that nuts or nut based products are not brought into the Centre by students and staff and that there is no consumption of nuts or nut-based products in the Centre (e.g. almonds, walnuts, pecans, cashews, pistachios, peanuts, peanut butter etc.) Although we strive to be a nut-free Centre, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises

Avoiding Unacceptable practice

Centre staff should use their discretion and judge each case individually with reference to the learner's IHCP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal Centre activities, including lunch, unless this is specified in their IHCPs
- If the learner becomes ill, send them to the Centre office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend Centre to administer medication or provide medical support to their learner, including with toileting issues. No parent should have to give up working because the Centre is failing to support their child's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of Centre life, including Centre trips, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in Centre toilets

8. Emergency procedures

Staff will follow the Centre's normal emergency procedures (for example, calling 999. If a learner needs to be taken to hospital, staff will stay with the learner until the parent arrives, or accompany the learner to hospital by ambulance.

What to do in an emergency.

- Learners will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a learner needs to be taken to hospital, a parent/carer will be contacted and asked to arrange for themselves or another adult to come to the school or to meet at the hospital as required.
- A member of staff will remain with the child until their parents/carers arrive. Permission to be sent home should be authorised by a member of SLT

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

9. Record keeping

The governing body will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the Centre. Parents will be informed **by email** if their child has been unwell at Centre.

IHCPs are kept in a readily accessible place which all staff are aware of.

10. Disposing of medication

The IHCP Coordinator will check the medicine cupboard half termly to check for medicine that is close to or out of date.

On leaving the Centre, the parents/carers of learners will be informed of a date and time to collect any remaining medication or be given the option to have it disposed of. On collection of unused medication, parents/carers will sign the school medication release form to confirm that they have collected it. The form will be stored in the medical records folder

If the medication hasn't been collected by a parent/guardian within 6 weeks, the IHCP Coordinator will take it to the pharmacy where it will be disposed of safely and securely. A record of this will be kept on Arbor.

Any empty medication boxes will be shredded at Red Balloon Worthing by the IHCP Coordinator.

11. Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the Centre's level of risk.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Health & Wellbeing Coordinator in the first instance. If they cannot resolve the matter, they will direct parents to the Centre's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing body every 3 years.

14. Links to other policies

This policy links to the following policies:

- Accessibility policy
- Complaints
- Equality
- First aid
- Health and safety
- Safeguarding

15. Appendices

Appendix 1: Permission to administer medications

Appendix 2: Record of Administered Medication

Appendix 3: Individual Healthcare Plan Template

Appendix 4: Medication Release Form

Appendix 1

Permission to Administer Medications

At Red Balloon Worthing we are able to administer medication to young people with authorisation from parents/carers. All medications will need to be brought to the Centre by the parent/carer along with a signed permission form, one form per medication. All medication will need to be clearly labelled with the young person's name. In the case of prescription medication, the medicine must be in its original packaging with instructions for use included. Medicines can include regular prescription medicines, for which a copy of a prescription or letter from a health care professional will be required to store alongside the student's IHCP. For over the counter medications, a list of reasons will need to be provided as the "reason for administering" to outline the context within which we have permission to administer such medication (eg headache). Contact will also be made with home via email by Red Balloon Worthing when an over the counter medication needs to be administered.

Child's Details

Name: _____
Date of Birth: _____

Medication Details

Name of medication: _____
Prescription or nonprescription: _____
Reason for administering: _____
Dosage required: _____
Time(s) to administer: _____

Parent/Carer Authorisation

I give permission for Red Balloon Worthing to administer medication to the named child under the guidelines which are set out above. I understand that I will need to notify Red Balloon Worthing of any changes to medication or dosage and complete a new permission form as necessary.

I understand that it is my responsibility to collect and dispose of any medications that are unused and/or out of date.

Parent/Carer Name: _____
Parent/Carer relationship to Child: _____
Parent/Carer Signature: _____ Date: _____

Appendix 2: Records of Administered Medication

Medicine Name	Date and time given	Dose given	Signature of Staff 1	Signature of Staff 2

APPENDIX 3: INDIVIDUAL HEALTHCARE PLAN

This is to help you to plan to support a child's health care needs, and is **not** a statutory Education, Health and Care Plan.

SETTING: Red Balloon Worthing

CHILD'S
PHOTO

CHILD'S NAME: _____

Date of birth:

Date of plan:

Plan version: 1

Review date: Annually however, ongoing updates when needed to be provided by the parent/carer.

CONTACT INFORMATION

1st Family Contact

2nd Family Contact

Name: _____

Name: _____

Phone No: _____

Phone No: _____

Home: _____

Home: _____

Work: _____

Work: _____

Mobile: _____

Mobile: _____

Relationship to child: _____

Relationship to child: _____

Clinic/hospital contact

Name: _____

Phone number: _____

Clinic/hospital: _____

G.P.

Name: _____

Phone number: _____

Surgery: _____



If medication is required a copy of the prescription or health professional's letter regarding administration details of any medication should be attached to this form.

MY HEALTH OR MEDICAL NEEDS ARE...

MY DAILY CARE NEEDS ARE...

IT IS AN EMERGENCY IF THIS HAPPENS...

**IN AN EMERGENCY PLEASE DO THE FOLLOWING...
WHO IS RESPONSIBLE? _____**

MY FOLLOW UP CARE NEEDS ARE...

SIGNED:

I as parent/carer verify the above details are correct and no vital information has been omitted.

Name: _____

Date: _____

APPENDIX 4: School Medication Release Form

Student Information

Learner Name:

Date of Birth:

Medication Information

Medication name:

Dosage:

Reason for medication:

Reason for releasing to parents:

Parent/Guardian Information:

Name of parent/guardian:

Contact number:

Email Address:

Authorisation to release medication:

I, the undersigned parent/guardian, authorise the Centre to release the above named medication to me.

Signed:

Centre office use only:

Medication released by:

Date and time of release:

Comments (if any)

Important information: All medication that hasn't been collected within 6 weeks will be disposed of according to the Centre's Managing Medications policy.