



MODEL POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

Learn To Live Federation

1. The staff of the Learn To Live Federation wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Virgin Care special school nurses will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support).
The SLT member responsible for admissions will involve the school nursing team in the consultation process via the admissions group, to determine how the child's health needs are to be met should the child be placed at the school.
 - Procedures to be followed when a student has a new diagnosis are that parents are responsible for informing the school of any change in medication or treatment needed.
4. The above procedures will be monitored and reviewed by the core business team.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the Learn to Live federation, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student'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 such as crowded corridors and travel time between lessons
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - 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 student'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 student refusing to take medicine or carry out a necessary procedure
6. Jacqui Warne will have the final decision on whether an Individual Health Care Plan is required.

Students with Asthma and the use of an Emergency Inhaler/Spacer

7. The Learn to Live Federation has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack. An inhaler will be held at each site.
8. Virgin care special school nurses will be responsible for ensuring the following:
- Instructing Providing annual training to all staff on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma register
 - Instructing all staff on how to access the inhaler
 - Making all staff aware of who are the designated staff and how to access their help
9. Virgin care special school nurses will be responsible for ensuring that staff designated by SLT:
- Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks

- 9a School HR managers will be responsible for maintaining training records.
10. School nursing assistants and the H&S manager will be responsible for the storage, care and disposal of asthma medication.
11. School nursing assistants will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
12. School nursing assistants will be responsible for the supervision of administration of medication and for maintaining the asthma register.
13. School nursing assistants will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

THE ADMINISTRATION OF MEDICINE

14. The staff of the Learn to Live Federation will ensure that young people with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of staff giving or supervising a young person taking prescribed medication during the day. Members of staff will receive appropriate training to administer and/or supervise medication. Competency will be achieved through attending theory training given by the special school nurses followed by an observation of administering medications. Competency will be maintained by attending an annual update and regular administration of medications. given by the school nursing service. Staff will adhere to the "6 Rights" principles outlined in their training.
15. Any parent/carer requesting the administration of medication will be given a copy of this policy.
16. Prescribed medication will be accepted and administered in the establishment.
17. Non-prescription medication will only be accepted and administered in the following circumstances:
- All medication to arrive in school in a factory sealed container complete with box and any paperwork.
 - Parents will be responsible for providing the school with written consent to include dosage and frequency/reason to administer. This must be in line with the manufacturers' guidelines.
 - Parents accept responsibility for any side effects caused by non-prescription medication.

- Parents are responsible for informing the school if there are any changes to their child's medication.
 - Medication will not be administered before 1200 unless parents are able to confirm the time of last dosage.
 - The only non-prescription medications that will be administered are Ibuprofen and Paracetamol or brand name products where these are the active ingredients. In exceptional circumstances other medications may be administered with the prior agreement of the head teacher.
18. Prior written parental consent is required before any medication can be administered.
 19. Only reasonable quantities of medication will be accepted.
 20. All medicines arriving in or leaving school are to be accounted for under locally agreed procedures.
 21. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing (prescribed medicines only)
 - Storage requirements (if important)
 - Expiry date (if available)
 22. The school will not accept items of medication which are in unlabelled containers or not in their original container.
 23. Medicines will be stored in locked cabinets in either the medical room or classrooms as appropriate unless it is required to be with the child at all times. In which case other appropriate arrangements will be made.
 24. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. If appropriate and following a discussion with parents and the school it may be agreed that some pupils can carry their own medication. If there is no agreement in place then the storage procedures in paragraph 23 will apply.
 25. 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 student's need for medication.
 26. Staff who assist in the administration of invasive medication 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.

27. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Grievance Procedure

28. In the event of a complaint the Federation complaints policy will apply.