



## **TEAM Multi-Academy Trust**

# **Supporting Pupils with Medical Conditions and the Administration of Medicines Policy**

**This Policy was adopted by the Board of Trustees of  
TEAM Multi-Academy Trust  
on**

**Date** 17<sup>th</sup> March 2020

**Signed (on behalf of the Board of Trustees)** Paul Ginnings

**Signed (Executive Headteacher)** Rhian Nicholas

**Reviewed: March 2022**

**Review Due: Spring 2024**

## **Policy for Supporting Pupils with Medical Conditions and for The Administration of Medicine**

### **Introduction**

TEAM Multi-Academy Trust is an inclusive community that supports and welcomes pupils with medical conditions.

The Trust provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in our schools because arrangements for their medical condition have not been made. Our intention is to ensure that pupils with medical conditions should have full access to education including trips and PE.

Our schools will listen to the views of pupils and parents/carers and they feel confident in the care they receive.

Staff understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence. We recognise that medical conditions may impact social and emotional development as well as having educational implications.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The Trust understands that all children with the same medical condition will not have the same needs; our schools will focus on the needs of each individual child.

The Trust will build relationships with healthcare professionals and other agencies in order to support effectively pupils with medical conditions

The Trust will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.

The Trust recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21).

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where children have a disability, the requirements of the Equality Act 2010 will apply. Where children have an identified special need, the SEND Code of Practice will also apply.

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 pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#)

## **Roles and Responsibilities**

1. The Trust's insurance will cover liability relating to the administration of medication.
2. The Named Person responsible for pupils with medical conditions within the Trust is Ian Thomas, TEAM Multi-Academy Trust Executive Headteacher, this person is responsible for:
  - Informing relevant staff of medical conditions
  - Arranging training for identified staff
  - Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
  - Assisting with risk assessment for school visits and other activities outside of the normal timetable
  - Developing, monitoring and reviewing Individual Healthcare Plans
  - Working together with parents, pupils, healthcare professionals and other agencies
3. **The Trustees** are responsible for:
  - Determining the Trust's general policy and ensuring that arrangements are in place and monitored to support children with medical conditions
4. **Heads of School** will be responsible the following:
  - Overseeing the management and provision of support for children with medical conditions within each school
  - Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
  - Ensuring that school staff are aware that they are insured
  - Ensuring that procedures for asthma are followed in line with the TEAM Multi-Academy Trust Asthma Policy – see appendix 3
5. The above procedures will be monitored and reviewed by the Executive Headteacher

## **Individual Healthcare Plans**

6. Where identified as being necessary, Individual Healthcare Plans (IHP) will be developed between TEAM Multi-Academy Trust and 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 IHP 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 such as crowded corridors and travel time between lessons
  - b) Specific support for the pupil'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 academy 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 academy activities outside the normal timetable; completion of risk assessments for visits and academy 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

Appendix 4 outlines the process for developing individual healthcare plans.

6. Ian Thomas, TEAM Multi-Academy Trust Executive Headteacher, will have the final decision on whether an IHP is required.

## **Pupils with asthma and the use of an Emergency Inhaler/spacer**

7. Reference should be made to the TEAM Multi-Academy Trust Asthma Policy (Appendix 3)

## **The Administration of Medicine**

8. The Executive Headteacher will accept responsibility in principle for members of academy staff giving or supervising a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.
9. Any parent/carer requesting the administration of medication will be given a copy of this policy.
10. Prescribed medication will be accepted and administered in the establishment

11. Non-prescription medication will only be accepted and administered in the following circumstances; when a young person has regular headaches, menstrual pain, attending residential, travelling, toothache or at the head of school's discretion.
12. Prior written parental consent is required before any medication can be administered.
13. Only reasonable quantities of medication will be accepted (no more than two week's supply).
14. Each item of medication should be delivered in its original dispensed container and handed directly to the Administrator or the designated first aider in each academy.
15. 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)
16. The Trust will not accept items of medication which are in unlabelled containers or not in their original container. Medication will not be accepted if out of date. The Trust will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
17. Unless otherwise indicated, all medication to be administered in the academy will be kept in the designated first aid cupboard in each establishment. All controlled drugs will be kept in a locked secure cupboard at all times.
18. With the exception of asthma inhalers, no pupil will be allowed to carry medication. Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
19. It is the responsibility of parents/carers to notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.
20. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the academy's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.

21. The Trust will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.
22. A supply of non-prescription medication will be available to be administered by staff to pupils attending residential events subject to prior written parental consent being held. Any medication administered will be recorded and advised to the parent at the end of the residential or earlier if appropriate. (Appendix 5)

### **Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

### **Grievance Procedure**

Please see the TEAM Multi-Academy Trust complaints policy.

### **Monitoring arrangements**

This policy will be reviewed and approved by the governing board every two years.

The following items are the up to date information given to parents.

**Appendix 1 – Parental Agreement for Administration of Medicine**

**Appendix 2 – Record of Medicine given**

**Appendix 3 – Asthma Policy**

**Appendix 4 – Process for developing Individual Healthcare Plans**

**Appendix 5 – Parent Agreement for Administration of Medicine for Residential**

## Appendix 1

# Parental Agreement for a Team Multi-Academy Trust Establishment to Administer Medicine



Academy Name **XXXXXXXXX**

### Notes to Parent / Guardians

**Note 1:** This establishment will not give your child medicine unless you complete and sign this form and where the establishment has a policy that staff can administer medicine.

**Note 2:** All Medicines must be in the original container as dispensed by the pharmacy, with the young person's name, its contents, the dosage and the prescribing doctor's name

**Note 3:** The information is requested, in confidence, to ensure that the establishment is fully aware of the medical needs of your child. While no staff member can be compelled to give medical treatment to a young person, it is hoped that the support given through parental consent, the support of the Trust through these guidelines and the help of the School Medical Service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements

### 1. Medication

Date	
Child's name	
Date of birth	
Group/class/form	
Name and strength of medicine	
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to the establishment	
Time limit – please specify how long your child needs to be taking the medication	_____day/s _____week/s

I give permission for my son/daughter to carry their own asthma inhalers	Yes / No / Not applicable
I give permission for my son/daughter to carry their own asthma inhaler and managed its use	Yes / No / Not applicable
I give permission for my teenage son/daughter to carry their adrenaline auto injector for anaphylaxis (epi pen	Yes / No / Not applicable
I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the establishment and medical staff	Yes / No / Not applicable

Daytime phone number of parent or adult contact	
Alternative Contact in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

I confirm that the medicine detailed overleaf has / has not been prescribed by a doctor, and that I give my permission for the manager/head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at a TEAM Multi-Academy Trust establishment. I will inform the establishment immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

(Parent/Guardian/Person with parental responsibility)



## Appendix 2

### Record of Medicine Administered to an Individual Young Person



Name of Establishment: **XXXXXXXX**

Name of Young Person	
Tutor / class / group	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Dose and frequency of medicine	
Expiry date	
Quantity returned	

Staff signature \_\_\_\_\_ Initials \_\_\_\_\_

### Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/ problems

## Appendix 3

# The TEAM Multi-Academy Trust Asthma Policy

## Background

- This policy has been written using guidelines from the Asthma UK
- Our schools recognise that asthma is a widespread, serious but controllable condition affecting many pupils at our schools.
- Our schools positively welcomes all pupils with asthma.
- The TEAM Multi-Academy Trust encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Supply teachers and new staff are also made aware of the policy.
- All staff who come into contact with pupils with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated once a year.
- This Policy should be used in conjunction with the Supporting Pupils with Medical Conditions and the Administration of Medicines Policy.

## Asthma medicines

- Immediate access to reliever medicines is essential.
- Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. If they do not carry them they will be kept centrally in a box in the child's class.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler.
- The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten.
- All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however the staff at this school are happy to assist children in the administration of asthma medication.
- All school staff will let pupils take their own medicines when they need to (see Policy for Supporting Pupils with Medical Conditions and Administration of Medicine)

## Record keeping

- At the beginning of each school year or when a pupil joins one of our schools, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- All parents/carers of children with asthma are consequently sent an Asthma UK *School Asthma Card* to give to their child's doctor or asthma nurse to complete. Parents/carers are asked to return them to the school.
- From this information the school keeps its asthma register, which is available to all school staff and where appropriate an Individual Health Plan is drawn up
- *School Asthma Cards* are then sent to parents/carers of children with asthma on an annual basis to update. Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

## **Exercise and activity – PE and games**

- Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE coaches at the school are aware of which pupils have asthma from the school's asthma register.
- Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.
- Each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

## **School environment**

- The school does all that it can to ensure the school environment is favourable to pupils with asthma.
- The school does not keep furry or feathery animals and has a definitive no-smoking policy.
- As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma.
- Pupils with asthma are encouraged to leave the room and go and sit in a designated area in the team room if particular fumes trigger their asthma.

## **Making the school asthma-friendly**

- The school ensures that all pupils understand asthma.
- Asthma can be included in the National Curriculum Key in science, design and technology, geography, history and PE.

## **When a pupil is falling behind in lessons**

- If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind.
- If appropriate, the teacher will then talk to the school nurse and Special Education Needs Coordinator about the pupil's needs.
- The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

## **Asthma attacks**

- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- In the event of an asthma attack the school follows the procedure outlined by Asthma UK (see appendix A).

## Appendix A

# What to do in an asthma attack

- 1 Sit up** – don't lie down. Try to keep calm.
- 2 Take one puff of your reliever inhaler** (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 If you feel worse** at any point while you're using your inhaler OR you don't feel better after 10 puffs OR you're worried at any time, **call 999 for an ambulance**.
- 4 If the ambulance is taking longer than 15 minutes** you can repeat step 2.

**IMPORTANT!** This asthma attack information is not designed for people using a SMART or MART medicine plan. Speak to your GP or asthma nurse to get the correct asthma attack information for them.



### Any asthma questions or concerns?

Speak to our expert Helpline nurses,  
Monday to Friday from 9am to 5pm

**0300 222 5800**

[www.asthma.org.uk](http://www.asthma.org.uk)

asthma  
UK



## Appendix B – Letter to Parent/Carer

Dear Parent/Carer

### Re: The School Asthma Card

Thank you for informing us of your child's asthma on his/her registration form. As part of accepted good practice and with advice from the Department for Education & Skills and Asthma UK our school has established an Asthma Policy for use by all staff.

As part of our policy, we are asking all parents and carers of children with asthma to help us by completing a school asthma card for their child/children. Please take this card to your child's doctor/asthma nurse to fill in and return it to the school as soon as your child is identified as having asthma.

The completed card will store helpful details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The card will help school staff to better understand your child's individual condition.

Please make sure the card is regularly checked and updated by your child's doctor or asthma nurse and the school is kept informed about changes to your child's medicines, including how much they take and when.

I look forward to receiving your child's completed school asthma card.

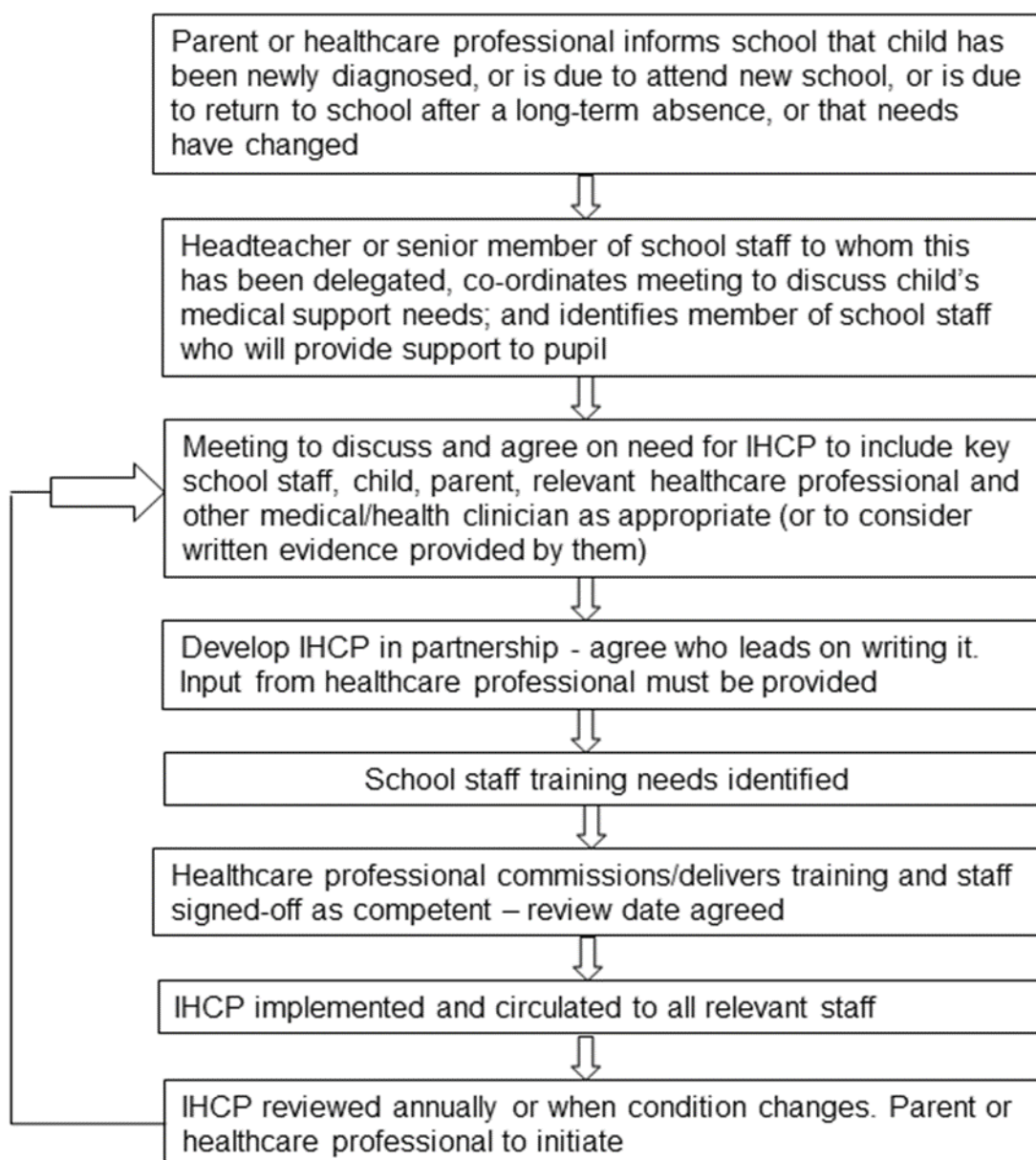
Thank you for your help.

Yours sincerely

Head of School

## Appendix 4

### Process for developing Individual Healthcare Plans





*Together Each  
Achieves More*

## Individual Healthcare Plan (IHP)

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## Appendix 5

### Parental Agreement for a Team Multi-Academy Trust Establishment to Administer Medicine on a Residential

Academy Name: \_\_\_\_\_

Residential Event: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_

#### Medication

The following non-prescribed medication will be available during the residential.

A record will be kept of all medication administered during the residential and you will be informed of this at the end of the residential or earlier if appropriate.

Please confirm which medication **may be** given to your child if required.

	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No

#### Notes to Parent / Guardians

**Note 1:** The Trust will not give your child medicine unless you complete and sign this form.

**Note 2:** All Medicines will be administered in accordance with the dosage and instructions on the original packaging and held securely by Trust staff.

I confirm that I give my permission for TEAM Multi-Academy Trust staff to administer the medicine to my son/daughter during the residential.

Pupil's Name: \_\_\_\_\_

Parent's name in capitals: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_