

Medication and Supporting Students with Medical Conditions Policy



Trustee Owner	Andrew Cobb
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Related documents	Admission and Referral policy for Placement in AP First Aid Policy Health and Safety Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Cobb	01/03/22
1.1	Katharine Jane	Updated for charity status	Jane Sullivan	14/7/22
1.2	Andrew Counsell	Reviewed – no updates needed	Katharine Jane	11/3/24

Purpose and scope

This policy has been prepared to advise parents, carers, employees, volunteers and sub-contractors on the arrangements Newton Rigg Ltd has to support students in our setting who have medical conditions as per the statutory guidance in section 100 of the Students and Families Act 2014.

Policy Statement

[Section 100 Students and Families Act 2014](#) places a statutory duty on governing bodies of maintained schools, academies and pupil referral units to make arrangements at school to support pupils with medical conditions. A student's mental and physical health should be properly supported in school, so that the pupil can play a full and active role in school life, remain healthy and achieve their academic potential.

At Newton Rigg Ltd we believe that we should follow the same guidance and standards to ensure that all students who attend our provision can access the support we can offer.

The key points of this policy

Students attending our setting with medical conditions will be fully assessed before enrolment to ensure Newton Rigg Ltd can meet all of their medical needs.

Enrolled students with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that arrangements are in place to support enrolled students in our setting with medical conditions, in line with our safeguarding duties unless it would be detrimental to the health of the student.

We will ensure that our education leaders consult health and social care professionals, students and parents to ensure that the needs of enrolled students with medical conditions are properly understood and can be effectively supported.

General Principles

- All staff, volunteers and subcontractors will treat all medical information as confidential.
- On the student's admission the parent/carer will be asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, allergies, special dietary requirements and any other relevant information.
- If any medical condition is recorded the parent/carer will be asked to complete an individual healthcare plan to further record GP/hospital contact details, details of medical need, doses and method of administration of medicines, information on what constitutes an emergency and action to take, the staff training required. This information should be renewed annually.
- Parents/carers will be encouraged to ask the student's doctor to prescribe medication which can be administered outside school hours wherever possible, for example, asthma preventer inhalers, anticonvulsant medication and antibiotics.
- There are adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication.
- There is adequate access to, and privacy for, the use of medication.
- If staff have any concerns related to the administration of a medication, staff should not administer the medication but check with the parents/carers and/ or a healthcare professional.

Responsibilities

- The Medical Needs Co-ordinator for Newton Rigg Ltd is Katharine Jane- these duties may be delegated to a suitably trained staff member at different locations.
- The Medical Needs Co-ordinator will ensure the completion of a student's individual healthcare plan, parental consent form to administer medication (verbal instruction will not be accepted), a record of medication issued and will ensure staff administering medication have been appropriately trained.
- The Medical Needs Co-ordinator will ensure that any medication brought into our setting is handed over by the parent/carer to them unless it has been previously agreed that the student can carry their own medication e.g. reliever inhaler.
- The Medical Needs Co-ordinator will ensure that all medication administered is within date- any medication which has expired will be given back to parents/carers for safe disposal.
- It is the parents/carers responsibility to provide us with the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:
 - name of student
 - name of medication
 - strength of medication
 - how much to give i.e. dose
 - when it should be given
 - length of treatment /stop date, where appropriate
 - any other instructions
 - expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)
- Liquid medicines should be accompanied by a 5ml medicine spoon or oral syringe.

- If the medication and/or dosage needs to be changed or discontinued the setting must be informed in writing by the parent/carer.
- It is the parents'/carers' responsibility to make sure that medication is replenished when needed.
- Newton Rigg Ltd is responsible for ensuring that the information on medication being used is the most up to date available.
- Newton Rigg Ltd will work in partnership with parents/carers to ensure that medication is still fit to use, and that equipment and devices are in good working order.
- Parents/carers must ensure that their child understands their responsibility if they carry their own medication, for example, an inhaler for asthma.

Self-Management

- The age at which students are ready to take care of and be responsible for their own medication varies. Students in school should be encouraged to participate in decisions about their medication and supported to take responsibility for their own medication whenever possible.
- Following a risk assessment, they may either keep medication securely on themselves, or in lockable facilities.
- Decisions about the level of supervision required and the custody of medication should be documented and receive parental consent. Newton Rigg Ltd may ask the prescriber to assess a student if medication is to be self-administered. The risk assessment will take into account the safety of other students.
- With the exception of emergency medication e.g. buccal Midazolam, controlled drugs will not be stored or administered with the exception of ADHD medication.

Storage of Medication

- Medication will be stored in a secure location in the office at the Newton Rigg Ltd education site.
- Asthma "reliever" inhalers will be readily available at all times, including prior to and during exercise. Whenever possible students should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place e.g. with staff. The need for a student to have ready access to their inhaler should override any concerns about misuse by others.
- Any medication which needs to be refrigerated must be identified and will be kept in a closed plastic container with the lid clearly marked "Medication". This container will then be kept on a separate shelf in the fridge. If the setting does not have a fridge then parents must advise on correct storage and provide suitable storage e.g. Frozen ice blocks, vacuum flask.

Administration of Medication

- Staff agreeing to administer medication must have received training appropriate to the tasks they are asked to perform.
- Facilities will be available to enable staff to wash their hands before and after administering medication and to clean any equipment used after use.
- Ideally, medication administration should take place in the same room as where the medication is kept. All the necessary paperwork should be assembled and available at the time of administering medication. This will include the written consent and school medication administration records.
- Medication will only be administered to one student at a time.

- It is expected that in normal circumstances the student requiring medication will be known to the member of staff administering it. Staff will only administer medication if they have positively identified the student and confirmed their identity.
- Before administering medication the member of staff will check
 - the student's identity
 - that there is written consent from a parent/carer
 - that the medication name and strength and dose instructions match the details on the consent form
 - that the name on the medication label is that of the student being given the medication
 - that the medication to be given is in date
 - that the student has not already been given the medication
- If there are any concerns about giving a medication to a student, then the member of staff must not administer the medication but should check with the parent/carer or a health professional, documenting any action taken.
- Immediately after administering, or supervising the administration of medication, written records will be completed and signed.
- When a medication cannot be administered in the form in which it is supplied e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the parent/carer, following advice from a healthcare professional.
- If a student refuses to take a medication they will not be forced to do so. Refusal should be documented and agreed procedures followed. Parents will be informed as soon as possible on the same day. If a refusal could result, or results in an emergency then an ambulance will be called and parents/carers contacted.

Record keeping

- The Medical Needs Co-ordinator will ensure that all administration records are kept.
- Reasons for any non-administration of medication will be recorded and the parent/carer informed as soon as possible "wasted" doses (e.g. tablet dropped on floor) will also be recorded

Pain relief

- Sometimes students may ask for pain relief (analgesics) e.g. paracetamol. Generally, our staff will not give non-prescribed medication to students. This is because they may not know whether the student has taken a previous dose or whether the medication may interact with other medication being taken.
- If, however, we do decide to allow the administration of pain relievers, we must have a completed parental consent form.
- A student under 16 will never be given aspirin unless prescribed.
- The parent/carer will always be informed on the same day, when such medication has been given.
- As with any medication, records must be kept of when pain relief has been administered
- If a student suffers from pain regularly the parents/carers should be encouraged to seek medical advice.

Medical Emergencies

- Guidance on how to contact the emergency services is provided for all staff and a copy must be with them in any setting.
- A staff member, volunteer or sub-contractor will stay with the student, including accompanying to hospital until a parent/carer or their designated emergency contact arrives to take over that responsibility.
- Whenever an ambulance is called a Medical Emergency Report Form must be completed and returned to the Medical Needs Co-ordinator. A copy will be forwarded to parents/carers as soon as possible.
- If we agree to administer emergency treatments, we will request training from a health care professional and keep records of such training.
- EpiPen, for allergic reactions, are best carried by the student with a spare auto-injector device kept by the Medical Needs Coordinator. There must be clear written dated instructions specifying dose, when to give and further action to be taken. These instructions must be kept with the medication with a spare copy kept by Newton Rigg Ltd. Parents/carers must ensure that dosage requirements are regularly updated and new, dated instructions issued to us when necessary.
- Students who are at risk of prolonged seizures may be prescribed emergency medication e.g. buccal Midazolam or rectal Diazepam. When rectal Diazepam is administered there must always be two members of staff present, preferably one the same gender as the pupil.
- Students who have diabetes must have an emergency supplies kit available at all times and be supplied by the parent/carer. This kit should include a quick acting glucose in the form of glucose sweets or drinks. Most students will also have a concentrated glucose gel preparation e.g. Glucogel. These are used to treat low blood sugar levels (hypoglycaemia). The kit should also contain a form of longer acting carbohydrate such as biscuits. If blood glucose monitoring is undertaken in the setting, a clean private area with washing facilities should be made available. Staff agreeing to undertake this procedure must receive training from a Diabetes Specialist Nurse and be familiar with the Local Authority's Needle Stick Injury Policy.
- Asthma can be a serious condition. Students who are known to have asthma must have a reliever inhaler available at all times in school. Older students should carry their own reliever inhaler and ideally should keep a spare reliever inhaler in the setting.

Treatment of ADHD

- When medication is prescribed for ADHD it is usually as part of a comprehensive treatment programme and always under the supervision of a specialist in studenthood behavioural conditions. This must clearly be stated in admission documents and in individual healthcare plans.
- A lunch time dose of medication may be required to control the student's symptoms during the afternoon, thus allowing effective learning to take place. This must be included in the details supplied by parent's/carers otherwise it will not be administered.
- Methylphenidate (e.g. Ritalin, Concerta XL, Equasym) is a stimulant medication that is used in the UK for the treatment of ADHD. Although methylphenidate is legally categorised as a Controlled Drug, it will be treated in exactly the same way and with the same safeguards as any other medication which we agree to administer.
- However, even when a student is self-managing their medication, Controlled Drugs should be kept securely in a locked non-portable container. Only named staff should have access to Controlled Drugs.

Disposal/Return of Medication

- All unused medication will be returned to parents/carers who have the responsibility to dispose of it in a safe manner with their pharmacy.
- Any medication in which the label has been damaged or unreadable, or has expired will be returned to parents.
- **No medication should be disposed of into the sewage system or into the refuse. Current waste disposal regulations make this practice illegal.**
- Sharps boxes must be supplied by the parent/carer if needles or ampules need to be used. These will be returned to the parent/carer for safe disposal