



POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

September 2020

1. Mill Water School wishes 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 PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. The Children's Community Nurse for Mill Water School will be responsible for ensuring the following:
 - Procedures are in place when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when pupils' needs change; arrangements for staff training or support)
 - Procedures are in place 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 Children's Community Nurse and the SEND Assistant.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Mill Water School, 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 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 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 Headteacher will have the final decision on whether an Individual Health Care Plan is required.

The Administration of Medicine

7. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.
8. Any parent/carer requesting the administration of medication will be given a copy of this policy on request. A copy of this policy will also be made available on the school website.
9. Prescribed medication will be accepted and administered in the establishment.
10. Non-prescription medication will not be accepted and administered in any circumstances, with the exception of paracetamol. The paracetamol protocol will be followed, and this will only be administered by the school's trained First Aiders.
11. Prior written parental consent is required before any medication can be administered.
12. Only reasonable quantities of medication will be accepted.
13. Each item of medication should be delivered in its original dispensed container and handed directly to the Class Teacher or Children's Community Nurse for Mill Water.
14. 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
15. The school will not accept items of medication which are in unlabelled containers or not in their original container.
16. Unless otherwise indicated, all medication to be administered in the school will be kept in locked medicine cabinets close to classroom areas throughout the school.
17. 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 child to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), pupils may be allowed to carry these.
18. 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.
19. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service.
20. The school will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.