

# Fylde Coast Academies Trust



(FCAT)

## Managing/Supporting and administering medication to Students Policy 2019-2021

Policy Version & Issue Date	Version 3 – January 28 <sup>th</sup> 2019
Electronic copies of this plan are available from	FCAT CENTRAL
Copies of this plan and referenced policies are available from	FCAT Academies Website Group/Shared Drive
Date of next review	May 2020 / amendments to legislation / as required.
Person responsible for Policy / review	Gary Fletcher

### Appendix A

Administration and receipt of medication

### Appendix B

Parental Consent Form

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

Students at FCAT with medical conditions will be properly supported so that they have full access to education, including school trips, physical education and will enjoy the same opportunities at school as any other child.

FCAT Academies will consult health and social care professional's students and parents to ensure that the needs of children with medical conditions are effectively supported. Consideration will also be given to how students will be reintegrated back into school after periods of absence.

FCAT Academies will ensure that arrangements will give parents and students confidence in the school's ability to provide effective support for medical conditions in school. Staff will be properly trained to provide the support that students need.

FCAT Academies recognises that students are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

(All children must receive a full time education, unless this would not be in their best interests because of their health needs School Admissions Code 2012)

In line with FCAT Safeguarding Policy, FCAT Academies will ensure that a students health is not put at unnecessary risk from, for example, infectious diseases. FCAT Academies therefore does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

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FCAT will ensure:

Sufficient staff members are suitably trained.

Cover arrangements are in place in case of staff absence or staff turnover to ensure someone is always available.

Supply staff is briefed.

Risk assessments for school visits, holidays, and other school activities outside of the normal timetable are completed.

The individual's Healthcare plan is monitored.

FCAT will ensure that individual healthcare plans are supported for their development, in supporting students at school with medical conditions.

FCAT A, healthcare professionals and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Principal is best placed to take a final view.

FCAT Academies will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

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## Procedure

Parents / Carers must provide each academy with sufficient and up-to-date information about their child's medical needs. Parents / carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Where a student has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff will stay with the child until the parent / Carer arrives, or accompany a child taken to hospital by ambulance.

Any member of academy staff providing support to a student with medical needs will have received suitable training. This will be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a student with a medical condition and so extensive training may not be required. Staff members who provide support to students with medical conditions will be included in meetings where this is discussed.

FCAT Academies will not:

Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;

Assume that every child with the same condition requires the same treatment;

Ignore the views of the child or their parents / Carers; or ignore medical evidence or opinion, (although this may be challenged)

Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;

If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;

Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;

Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

Require parents / Carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;

Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

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### **Administering Medication**

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc.

Medicines will only be administered at school when it would be detrimental to a child’s health or school attendance not to do so

Where students are recovering from a short term illness which requires medication (such as tablets, creams, eye drops, mixtures), any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist.

Prime responsibility for a Student’s health rests with the parents/guardians. It is the responsibility of the parent/guardian to advise the school in writing of any alteration to the prescribed dosage of medication.

School staff will treat medical information confidentially.

The medicine, together with the letter of consent and FCAT consent form, should be delivered to school, where possible by a parent, and should be handed personally to the designated member of staff to be recorded.

FCAT Policy states that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

Some medication such as liquid antibiotics or insulin may need to be kept in a refrigerator but must not be frozen. These medicines must be placed in a suitable additional sealed container, e.g. Tupperware box and clearly marked “medicines”. Under no circumstances should medicines be kept in first aid boxes.

In an emergency situation the emergency services will be contacted immediately.

If a child refuses to take advised medication parents/carers will immediately be informed. No member of staff will attempt to force a student to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

Where a student has long term or complex medical needs all teaching staff, including visiting and supply teachers, and support assistants will be informed. For those children a written set of procedures (protocol) will be drawn up and a risk assessment carried out.

Staff will not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

Wherever possible, students will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self- manage, then relevant staff will help to administer medicines and manage procedures for them.

No child under 16 will be given prescription or non-prescription medicines without their parent’s / Carers written consent.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours

**FCAT Academies only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date.**

**There is no legal requirement upon staff, teaching or non-teaching, to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.**

Fylde Coast Academy Trust will indemnify employees who volunteer to administer medication to pupils. The Trust will likewise indemnify any member of staff acting in good faith for the benefit of a student in an emergency situation.

Fylde Coast Academies Trust will seek indemnity from parents in respect of any liability arising from the administration of medicines

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for student safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

Education (School Premises) Regulations 1996

## Appendix A

### ADMINISTRATION OF MEDICATION RECORD

**Student details:**

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Form: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Medication:**

**AMOUNT RECEIVED BY FCAT ACADEMIES .....**

**RECEIVED BY 1..... 2.....**

**CONFIRMED BY Parent/ Carer/ Person with parental responsibility**

**Name..... DATE.....**

*(Name/Type of Medication administered as described on container. 2 signatures required from FCAT Academies Representatives and Parent/ Carer/ Person with parental responsibility)*

**Has Parental request form been signed? Yes / No**

**If the Parental request form not signed, no medication is to be administered**





## Appendix B

### Managing and administering medication to Students

#### Consent Form

Notes to Parent / Carers

Note 1: FCAT Academies will not give your child medicine unless you complete and sign this form.

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

Note 3: The information is requested, in confidence, to ensure that FCAT Academies is fully aware of the medical needs of your child.

#### Prescribed Medication

Date	
Student Name	
Date of Birth	
Form	
Name of Medicine	
Dosage	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to FCAT Academies	
Time limit – please specify how long your child needs to be taking the medication	_____ day/s _____ week/s

Daytime phone number of parent or adult contact	
Alternative Contact in the event of an emergency	

Name and phone number of GP	
Review date	

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for delegated staff to administer the medicine to my son/daughter.

I will inform FCAT Academies 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.

I understand that I must notify FCAT Academies of any changes in writing.

Fylde Coast Academies Trust will seek indemnity from parents in respect of any liability arising from the administration of medicines

**I accept that this is a service that FCAT Academies is not obliged to undertake.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Carer/Person with parental responsibility)

Under the **Education (School Premises) Regulations 1996** FCAT Academies has an appropriate room for the medical examination, treatment and care of students during school hours.

# FCAT Academies

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### Student details:

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Form: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medication:.....

AMOUNT RECEIVED BY FCAT ACADEMIES .....

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