



## **WeST POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE**

### **Coombe Dean School**

1. The staff of Coombe Dean School wishes 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 HAB members 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. *SENCO and YTLs* 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 SENCO & YTLs will follow the schools SOPs
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis the SENCO & YTLs will follow the schools SOPs
4. The above procedures will be monitored and reviewed by *SLT and the Operations Manager*
5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Coombe Dean School, 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. The headteacher Caroline Granville 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 student 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.
9. Acceptance of medication
- Prescribed medication will be accepted and administered in the establishment
    - A parent has completed a consent form for administering medication
    - The medication is its original packaging
    - The medication is for the named student
    - The medication is in date
  - Non-prescription medication will only be accepted in consultation with the SENCO or YTL and administered in the following circumstances:
    - Where there is evidence of a long term from parents that a student has and continues to suffer from an ill or ailments that have a detrimental affect on the student during school.
    - Where a student is suffering a short-term illness or minor ailments for instance toothache, menstrual pain etc.
10. Non-prescription medication will not be accepted and administered under normal circumstances.
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 prescribed medication should be delivered in its original dispensed container and handed directly to the receptionist along with a completed a consent form for administering medication.
14. 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
  - Storage requirements (if important)
  - Expiry date (if available)
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 secure *first aid medication locker in the first aid room*.
  17. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.
  18. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.
  19. Where it is appropriate to do so, students 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 student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students *may not* carry these on them in school.
  20. 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.
  21. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance as part of the IHP process through arrangements made by the SENCO & YTLs with the other medical professionals.
  22. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.