



## THE BEMROSE SCHOOL

### **POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS AND ADMINISTERING MEDICINES**

**MANAGER: KATE BEECROFT**

**ADOPTED: JUNE 2023**

#### **1. AIMS**

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing Body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

**The named person with responsibility for implementing this policy is Michael Denison [Lead on Site and H&S]**

#### **2. Legislation and statutory responsibilities**

The Bemrose School has developed this policy, following consultation, to ensure that pupils with medical conditions may continue to attend school and maintain the impetus of their studies.

The Bemrose School recognises its statutory duty under [Section 100 of the Children and Families Act 2014](#) to adequately support pupils with medical conditions.

The policy complies with the Department for Education's statutory guidance;

- Managing Medicines in Schools and Early Years Settings.

Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England.  
[supporting pupils with medical conditions at school](#).

### **3. Principles and Roles and responsibilities**

Pupils with medical needs have the same rights of admission to The Bemrose School as other pupils. They should be supported so that they have full access to school life, including school trips and sports activities.

The procedures set out how The Bemrose School will support pupils with medical conditions such as diabetes, asthma and epilepsy, so that they can maintain their studies and achieve their potential at school.

This policy clarifies the roles and responsibilities of staff and parents regarding the management, storage and administration to pupils of prescribed medicines and drugs during the normal school day and on visits out of school.

The Bemrose School endorses the standard terms and conditions for the employment of teachers, which do not include giving or supervising a pupil taking medicines. However, teachers are encouraged to volunteer for this role.

Where members of the support staff have accepted the role, it will be written into their contract of employment.

#### **3.1 The Governing Body**

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing Body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### **3.2 The Executive Headteacher**

The Executive Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents**

Parents will:

- Provide school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.6 School Nurses and other Healthcare Professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The Bemrose School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk Assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 working weeks, or by the beginning of the relevant term for pupils who are new to our school. See Appendix A.

## **6. Individual Healthcare Plans**

The Executive Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Head of School, Primary and Secondary, SENCO and Deputy SENCOs.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing Body and the headteacher and SENCO with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to

food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Executive Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. Risk Assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **7. Managing medicines**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent (appendix D form 2)

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken (appendix D form 2 and appendix F form 4). Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely in a medicine cupboard. This will be in the medical cupboard in the medical room, one located in the Secondary phase and one at the Primary phase. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Each student's medication will be clearly labelled in an individual container for that pupil.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Only qualified staff will be allowed to administer these medications. (Appendix E form 3)

### **7.1 Controlled drugs**

Pupils over the age of 11;

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office/reception and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **7.2 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **7.3 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary

- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **8. 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.

## **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Executive Headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs

- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **10. Record Keeping**

The Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## **11. Liability and indemnity**

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Gallagher  
Riverside Cloisters House  
New Bailey Street  
Manchester M3 5AG  
Tel: 020 7560 3000

[www.ajg.com/uk](http://www.ajg.com/uk)

Name: Derby City Council

Postal Address Council House: Corporation Street, Derby, Derbyshire, DE1 2FS

Our Ref 20757928

Business Description Local Authority:

The Insurer shall provide indemnity for legal liability consequent upon the rendering of or failure to render the following medical or paramedical services in connection with the business

- a) emergency and/or first aid medical services by any Employee
- b) the administering of drugs or medicines or procedures
  - i) pre-prescribed by a medical practitioner and
  - ii) subject to any written guidelines

by any Employee authorised by the Insured Provided that no indemnity is available from any other source.



This means that teaching or support staff can administer pre-prescribed medicines – as well as the first aid. Epipens can fulfil definition of both emergency procedures or pre-prescribed medicines.

Staff must only follow the instructions as listed on the medication.

Individual cover may need to be arranged for any healthcare procedures.

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Head of Primary or the Head of Secondary in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

[Complaints-Policy-September-2021.pdf](#)

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

The Executive Headteacher has overall responsibility for ensuring that the procedures outlined in this policy are followed

The SENCO, in liaison with the Health and Safety Lead, is responsible for ensuring that sufficient numbers of staff are suitably trained in meeting medical needs and in the administration of medication.

General awareness training is provided within the induction procedure for new staff, including supply teachers.

Each team is responsible for cover arrangements in case of staff absence.

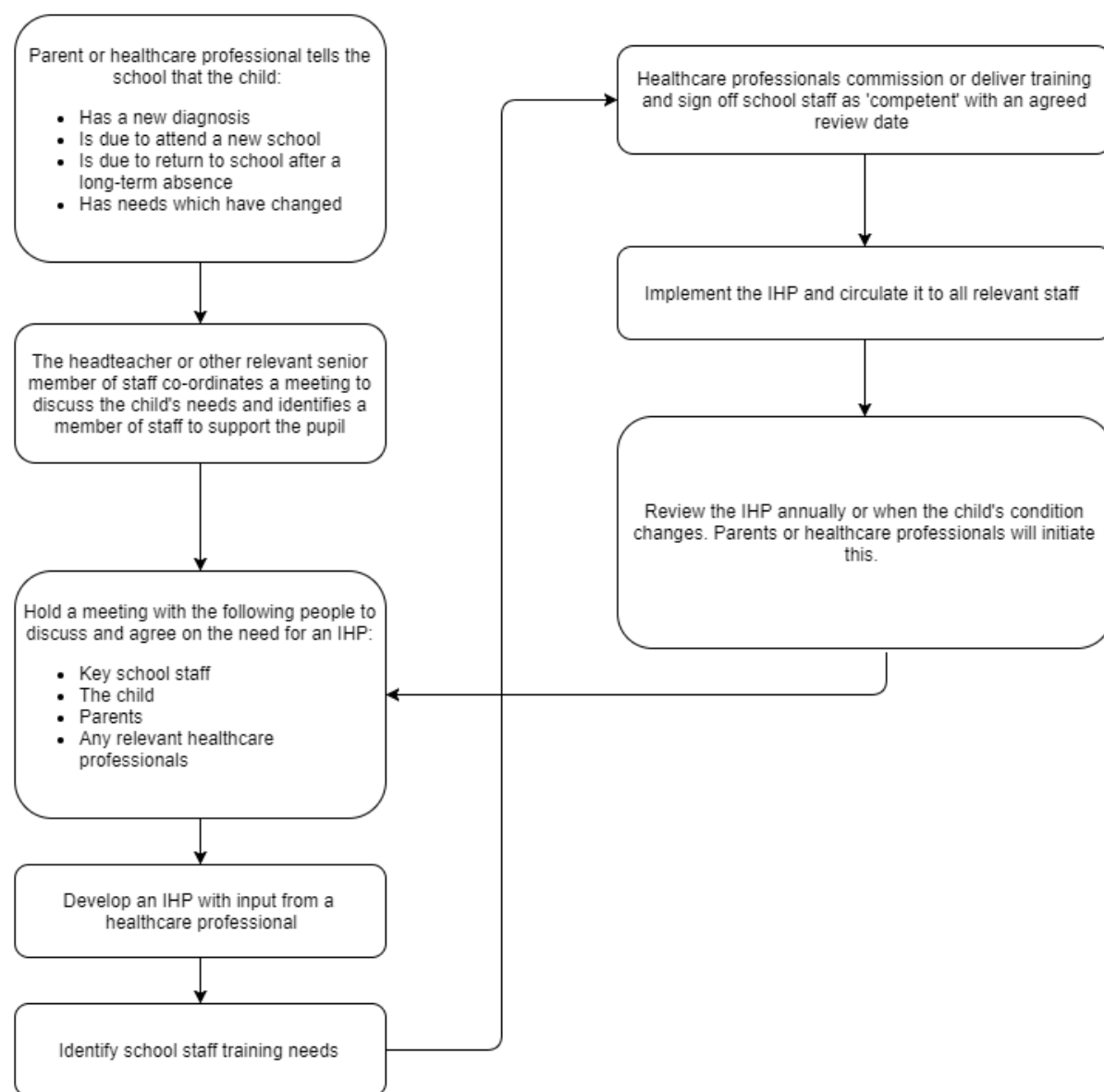
## **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

## APPENDICES

### Appendix A: Being notified a child has a medical condition



## **Appendix B**

### **Procedure for supporting pupils with a medical condition**

- Once the school receives written notification from a parent, carer or medical professional that a pupil may have a medical condition, the Executive Headteacher or delegated member of staff co-ordinates a meeting to discuss the pupil's healthcare needs. This may be attended by the parents and relevant healthcare professionals involved in the pupil's care. An Individual Healthcare Plan is agreed and recorded (Form 1 appendix D), and individual staff nominated to deliver the care needed. The plan will identify training needs for the nominated staff, to ensure they can meet the pupil's medical needs competently.
- For new pupils, initial identification of medical needs will take place on entry and, if necessary, Individual Healthcare Plan arrangements are put in place in time for the start of the next relevant school term.
- Individual Healthcare Plans can be linked to SEN Descriptions of Need and are referred to by staff when they are planning teaching and are regularly monitored. All staff involved in the teaching and support of a pupil are made aware of their condition and Individual Healthcare Plan, with due regard to the pupil's right to confidentiality.
- Each Individual Healthcare Plan defines what constitutes a medical emergency and sets out what action should be taken.
- Plans are reviewed within the SEN and Healthcare cycle whenever a pupil's circumstances change and at least annually.
- Planning for the support of pupils with medical conditions is included in risk assessments for school visits, outside sports events and other activities outside of the normal timetable.
- Staff work collaboratively with the school nurse and with healthcare staff from outside agencies, including pupils' GPs.
- Staff work collaboratively with other educational services, including home tuition services, to support pupils who have had long-term absences from school caused by their medical conditions. Teachers and staff keep in touch with pupils who are absent and provide whatever support they can to ensure they are able to continue their studies.
- Medication arrangements are put in place that comply with the statutory guidance. These support, where possible, the self-care of pupils. Agreement with parents is recorded on (Form 2 appendix D).
- Any member of school staff who provides support to a pupil with medical needs, including administration of medication, receives suitable training.
- All planning is carried out in collaboration with parents. Parents are informed of any variations and incidents, including any medical emergencies and refusal to take medication.
- Insurance arrangements are in place to cover staff providing support to pupils with medical conditions, including the administration of medication.

## Appendix C

### Procedure for administering medicines

- medicines are only administered when it is essential, ie where it would be detrimental to a pupil's health if the medicine was not administered during the school day
- a permission form must be signed by the responsible parent (Form 2 appendix D)
- details of medicines prescribed, and those to be administered in school, are recorded in a pupil's individual healthcare plan (Form 1 appendix D)
- members of staff who have volunteered to accept the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency and will keep an up to date record of staff training (Appendix E) A record of any medicine administered to a child will be recorded (Form 2 appendix D)
- any person responsible for administering medicines to a named pupil must ensure they are aware of:
  - the details of the pupil's condition
  - any special requirements, eg dietary needs, pre-activity precautions
  - the likely side effects of the medicine
  - what constitutes an emergency
  - what action to take, and not take, in an emergency and whom to contact
- medicines are only accepted by staff if they are in the container in which they were originally dispensed by the pharmacist in and are properly labelled in English with the name of the pupil, dosage, frequency of administration, including instructions for administration, storage and expiry date
- staff will never make changes to recommended dosages
- medicines are always stored in a secure place. Controlled drugs are kept in a locked cabinet with access limited to authorised staff only. Where medicines need to be refrigerated, they are kept in airtight and clearly labelled containers
- asthma inhalers and adrenalin injection auto-injector pens must be readily available to a pupil in case of an asthmatic attack or an allergic reaction. Individual pupils who are deemed competent are allowed to hold their own devices
- a written and signed record is kept of every time a medicine is administered (Form 4 appendix F, one copy per child)
- if a pupil refuses to take a prescribed medicine, staff will never try to force them to do so. Instead, they will make an appropriate note and ensure that parents are told about the refusal
- at the end of a course of medication any surplus medicine, or the original empty container, is returned either to the parent or to the pharmacy that issued it
- where medicines have to be administered during educational visits or trips, trip co-ordinators must ensure that parental permission is recorded that the child can self-administer or that trained members of staff are included in the party and that suitable arrangements are in place for medicines and the required medical support to be provided. Special arrangements must also be made for the medical support to be provided, for the secure transport of the medicine and for appropriate facilities to be available at the location for the administration of the medicine
- staff will not give a non-prescribed medicine such as an analgesic to a pupil unless there is specific prior written permission from the parents; if a pupil suffers regularly from frequent or acute pain, parents are encouraged to refer the matter to their GP
- pupils under 16 years of age are not given aspirin or medicines containing ibuprofen unless these are specifically prescribed by a GP or a consent form has been filled out or sought and recorded by parents agreeing to the administering of aspirin.
- in some circumstances, eg the administration of rectal diazepam, a second adult will be present to witness the dosage and administration

- the school nurse provides training and additional advice and support for staff, parents and pupils. No member of staff will administer medication or perform procedures such as insulin injections unless they have accessed appropriate training and are deemed competent. (Appendix E)
- The Bemrose School will make clear to parents, on the school website, that prescribed medication and drugs will only be administered during the school day, or on school trips, if the following conditions are met.
  - The responsible parent provides written permission for the school to administer prescription medicines to their child.
  - The responsible parent gives the school sufficient information about the medical condition.
  - The medicine is prescribed by a doctor or some other person authorised to do so, such as a dentist, qualified nurse or pharmacist.
  - The medicine is dispensed in Britain and is in its original container with the dosage instructions clearly displayed.
  - Only sufficient medicine for the dosage to be given in school has been provided.

## Appendix D – Form 1

### Individual Healthcare Plan

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

Email address

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 D – Form 2

The Bemrose School

Uttoxeter New Road, Derby, DE74 2NL

Telephone: 01332 366711

Email: [admin@bemrose.derby.sch.uk](mailto:admin@bemrose.derby.sch.uk)

Executive Headteacher: Mr N Wilkinson

Head of Primary: Mrs K Beecroft

Head of Secondary: Mr Andy Scott



### **Parental Consent for Staff at The Bemrose School to Administer Medicine**

Please ensure that this form is completed and signed in line with the school's Supporting Pupils at School with Medical Conditions Including administering Medicines policy so that staff can administer medicine.

Note: Medicines must be in the original container, in date and dispensed by a UK pharmacy.

Child's name

Class/Year Group

Medical condition or illness

#### **Medicine**

Name/type of medicine/strength  
(as described on the container)

Dosage and method

Timing when to be given

Any other instructions e.g. storage

Are there any side effects that the  
School needs to know about?

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the School staff to administer medicine in accordance with the School policy. I will inform the School immediately if there are any changes in the dosage or frequency of the medication or if the medicine is stopped.

I accept that this is a service that the School is not obliged to undertake.

Parent's signature .....

Print Name .....

Date .....

**If more than one medicine is to be given a separate form should be completed for each one.**



**To be completed by the member of staff administering the medicine**

Date	Time	Dose	Staff Signature	Time	Dose	Staff Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**Once the week has been finished this form must be filed in the medicine Record File  
and a new form must be completed for the following week.**

**Any other information that may need to be noted**

## Appendix E – Form 3

### Staff Training Record – Administration of Medicines

Name of school/setting	The Bemrose School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

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

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

**Appendix F – Form 4****Additional Sheet for administering medicines****To be completed by the member of staff administering the medicine**

Week beginning \_\_\_\_\_

Date	Time	Dose	Staff Signature	Time	Dose	Staff Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Any additional information to note:

Week beginning \_\_\_\_\_

Date	Time	Dose	Staff Signature	Time	Dose	Staff Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Any additional information to note: