



Medication Policy

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Semper Fidelis – “Always Faithful”
In Jesus we live learn and serve

Together we are committed to excellent education for all rooted in Gospel values, inspiring a love for life-long learning and following the compassion of Christ.

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Statement of Intent

Hagley Catholic High School will ensure that students with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy.

This policy has been developed in line with the DfE's guidance: 'Supporting students at school with medical conditions.'

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical condition, and make the student feel safe whilst at school.

1. Legal Framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014.
- DfE 'Supporting students at school with medical conditions' 2015.

2. Definitions

2.1. Hagley Catholic High School defines "medication" as any prescribed or over the counter medicine.

2.2. Hagley Catholic High School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. Hagley Catholic High School defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Key Roles and Responsibilities

3.1. The Academy Committee has overall responsibility for the implementation of the Administering Medication Policy and procedures of Hagley Catholic High School.

3.2. The Academy Committee has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3. The Academy Committee is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.

3.4. The Academy Committee is responsible for ensuring the correct level of insurance is in place for the administration of medication.

3.5. The Academy Committee is responsible for ensuring that members of staff who provide support to students with medical conditions are suitably trained and have access to information needed.

3.6. The Academy Committee is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported.

3.7. The Academy Committee will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

- 3.8. The Principal is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of Hagley Catholic High School.
- 3.9. The School is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- 3.10. The Principal is responsible for ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- 3.11. The First Aid Lead is the designated member of staff who is responsible for overseeing insulin injections for diabetic students.
- 3.12. Staff, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring students do so also.
- 3.13. Staff, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.
- 3.14. If a student is sent to hospital, at least one member of staff will accompany the student until their parent/carer has arrived.
- 3.15. Parents/carers are expected to keep the school informed about any changes to their child/children's health.
- 3.16. Parents/carers are expected to complete a medication administration form (appendix B) prior to bringing medication into school.
- 3.17. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- 3.18. The Principal and First Aid Lead are responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.
- 3.19. In the case of staff absence, the Principal is responsible for organising another appropriately trained individual to take over the role of administering medication.
- 3.20. It is both staff members' and students' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the school nurse or other members of staff.

4. Training of Staff

- 4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their development.

- 4.3. The Principal will ensure that a sufficient number of staff are suitably trained in administering medication.
- 4.4. All relevant staff will be made aware of a student's medical condition.
- 4.5. The Principal will ensure that supply teachers are appropriately briefed regarding students' medical conditions.
- 4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7. The Academy Committee will provide staff members with opportunities and details of CPD.
- 4.8. Hagley Catholic High School will provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

5. Medication

- 5.1. Prior to staff members administering any medication, the parents/carers of the student must complete and sign a medication administration form (appendix B).
- 5.2. No student under the age of 16 will be given medicines without written parental consent.
- 5.3. Under no circumstance will a student under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.
- 5.4. Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- 5.5. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- 5.6. A maximum of four weeks' supply of medication may be provided to the school unless otherwise required by a care plan.
- 5.7. When medicines are no longer required, they will be returned to the parents/carers of the student.
- 5.8. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.
- 5.9. Medications will only be administered at school if it would be detrimental to the child not to do so.

- 5.10. Medications will be stored securely in the Medical room or school office in a secure lockable cupboard/refrigerator as necessary.
- 5.11. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and students.
- 5.12. Staff will only administer a controlled drug within the correct guidance and under the directions given on the packaging.
- 5.13. Staff members have the right to refuse to administer medication. If a class teacher does refuse, the Principal will delegate the responsibility to another staff member.
- 5.14. Any medications left over at the end of the course will be returned to the student's parent/carer.
- 5.15. Any medication not able to be returned home with the child will be disposed of in accordance with medical guidance (i.e. returned to a pharmacy for safe disposal).
- 5.16. Written records will be kept for any medication administered to students. This will include the date and time the medication was given.
- 5.17. Students will never be prevented from accessing their medication.
- 5.18. Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.
- Parents/carers will be consulted before a student is given approval to be responsible for their own medication.
 - These arrangements will be reflected in their individual healthcare plan (IHCP).
- 5.19. If a student refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.
- 5.20. Hagley Catholic High School cannot be held responsible for side effects which occur when medication is taken correctly.
- 5.21. Where a student's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

6. Individual Healthcare Plans

- 6.1. For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the student, parents/carers, Principal, special educational needs coordinator (SENCO) and medical professionals.
- 6.2. When deciding what information should be recorded on an IHCP (see appendix A), the Academy Committee will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments.
- The student's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements.
- The specific support needed for the student's educational, social and emotional needs.
- The level of support that is needed and whether the student will be able to take responsibility for their own health needs.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role.
- Which staff members need to be aware of the student's condition.
- Arrangements for receiving parental consent to administer medication.
- Separate arrangements which may be required for school trips and external activities.
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised.
- What to do in an emergency, including whom to contact and contingency arrangements.
- What is defined as an emergency, including the signs and symptoms that staff members should look out for.

6.3. The Academy Committee will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by The First Aid Lead.

7. Monitor and Review

- 7.1. This policy is reviewed every two years by the Academy Committee and the Principal.
- 7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- 7.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- 7.4. Hagley Catholic High School will seek advice from any relevant healthcare professionals as deemed necessary.



HAGLEY CATHOLIC HIGH SCHOOL



Appendix A – Individual Healthcare Plan Template

Individual Health Care Plan - General			
Name of Student		Form	
Address		Date of Birth	
Date of Completion of Plan		Date of Review of Plan	
Plan Completed By/With		Plan Approved By	

Emergency Contacts

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
		Tel: Mobile:	Tel: Email:

Other Essential Contacts

Contacts	Name and Address	Contact number	Reason for Contact
General Practitioner			
Other Healthcare Professional			
Who Is Responsible for Providing Support	In School		
Diagnosed Condition			
Description of Condition			

Symptoms and Triggers	<p>Please see the attached suggested ACTION CARD for your child. (include any warning signs, environmental issues) Describe what constitutes an emergency, and the action to take if this occurs</p>
Related Dietary/Specific Requirements	
Intimate Care Requirements	
Specific Support for Social and Emotional Needs (Educational Needs to be Detailed in SEN Plan)	
Staff Training Needed/Undertaken – Who, What, When	

School Representative Name		Parent/Guardian Name	
Date		Date	
Date		Date	



HAGLEY CATHOLIC HIGH SCHOOL



Appendix B – Parental Agreement Form

Medication Details		
Name of Medicine NB: School must see the Medicines in the original packaging as dispensed by the pharmacy.		
Date Medication Received in School		
Expiry Date		
Parent/Carer Consent Received for Administering Medication	Yes	No
Administration		
Dosage and Method		
Timing		
Special Precautions/Other Instructions/Contra-Indications		
Are There Any Side Effects That the School/Setting Needs to Know About?		
Self-Administration – Please Circle	Yes	No
Medication Must Be Delivered To (Staff Member)		