

**Ysgol**  
**MELYD**



## Managing Healthcare Needs Policy

Name of school	Ysgol Melyd
Date of Policy	04/10/17

**To be completed by the school:**

Name of school	Ysgol Melyd
Name of policy	Healthcare Needs Policy
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Review Date	September 2018
Signed (Head Teacher)	
Signed (chair of governing body)	
Information about this policy is available to parents/carers	On school website; in school prospectus; letter at the start of each term to each parent/carer.

**To be completed by Denbighshire Education and Children's Services:**

Policy developed by	Sue Davidson Paula Roberts
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## Staff Declaration

All staff will have access to this policy, which can be found [here](#).

All staff to sign below to confirm that they have read, understood and will comply with this policy.

Name	Signature	Date

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## 1. Introduction

### 1.1 Overview

- 1.1.1 This is a model policy developed by Denbighshire Education and Children's Services in accordance with the Welsh Government **Statutory Guidance: Supporting Learners with Healthcare Needs. Guidance. Welsh Government 215/2017.**
- 1.1.2 This policy must be read with the overarching statutory guidance, which must be followed.
- 1.1.3 Local authorities and governing bodies **must** have regard to this statutory guidance when carrying out their duties in promoting the welfare of children who are pupils at the education setting, including meeting their healthcare needs. The guidance also applies to activities taking place off-site as part of normal educational activities.
- 1.1.4 Throughout this document references are made to healthcare plans. There are two types:

**a). School based Individual Healthcare Plan (IHP):**

This plan is instigated by the school when it is identified that a pupil has a healthcare need.

**b). Medical Healthcare Plan:**

This is a healthcare plan provided by a health professional.

### 1.2 Key policy statements

- 1.2.1 Pupils with healthcare needs should be properly supported so that they have full access to education, including trips and physical education.
- 1.2.2 Governing bodies must ensure that arrangements are in place to support pupils with healthcare needs.
- 1.2.3 Governing bodies should ensure that education setting staff consult the relevant professionals, pupils and parents/carers to ensure the needs of the pupil with healthcare needs are properly understood and effectively supported.
- 1.2.4 Any staff member within the education setting may be asked to provide support to pupils with healthcare needs, including assisting or supervising the administration of medicines. This role is entirely voluntary. Staff members must receive sufficient and suitable training and achieve the necessary level of competence before they take on the responsibility. No staff member can be required to administer or supervise medication unless it forms part of their contract, terms and conditions or a mutually agreed job plan (see page 6-11, national guidance).

**Where a medical healthcare plan, individual healthcare plan (IHP) and/or medication for a pupil is not readily available on a given day and places a pupil at risk, the head teacher will assess the risk and has the right to refuse to admit the child into the school until said healthcare plan or medication is provided in accordance with this school policy.**

### **1.3 Legislation and guidance**

1.3.1 The legislation that this policy has been issued under is documented in Supporting Learners with Healthcare Needs. Guidance. Welsh Government 215/2017; pages 3, 4, 5, 27, 28, 29, 30 and 31; which must be followed.

1.3.2 In addition the following guidance and policies have been referred to:

- Guidance on the use of emergency salbutamol inhalers in schools in Wales. Guidance. Welsh Government circular no: 015/2014
- Model Safeguarding and Child Protection Policy for use within Denbighshire Schools

### **1.4 Formulation of this policy**

1.4.1 Consultation was undertaken between Denbighshire County Council, school representatives (head teachers, ALNCo's, governors), unions, school nurses and other partners in Betsi Cadwalader University Health Board. Views and opinions from this consultation exercise were collated, analysed and considered in formulating this policy.

1.4.2 Senior school staff participated in Denbighshire County Council led development workshops and contributed to discussions prior to the final draft.

## **2. Roles and responsibilities**

2.1.1 In accordance with the Welsh Government statutory guidance the local authority and the governing body have considered the following points in developing this policy and its procedures:

- Staff should understand and work within the principles of inclusivity.
- Lessons and activities should be designed in a way which allows those with healthcare needs to participate fully.
- Staff should understand their role in supporting pupils with healthcare needs and appropriate training should be provided.
- Staff should feel confident they know what to do in a healthcare emergency.
- Staff should be aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's healthcare needs.
- Whenever appropriate, pupils should be encouraged and supported to take responsibility for the management of their own healthcare needs.

2.1.2 Pages 6 – 11 of the statutory guidance refer to the minimum standards of *expected practice* for the following. These must be followed in accordance with the Welsh Government statutory guidance.

- Local authorities;
- Governing bodies;
- Head Teachers;
- Teachers and support staff;
- Pupils and parents/carers;
- NHS Wales school health nursing services, third sector organisations and other specialist services.

2.1.3 Based on these principles, the persons with the overall responsibility for managing healthcare needs is:

Lead member of staff for managing healthcare needs	Dafydd Jones (Head Teacher)
Protocol in the absence of this person	Jacqui Richards (HLTA/First Aid Lead)

2.1.4 All staff and governors will be aware of the unacceptable practice guidance as outlined in the National Guidance (highlighted in [appendix 8](#)), and must avoid these practices.

### **3. Insurance**

3.1 This school, by adopting this county model policy/national guidance is therefore covered by the local authority's insurance arrangements in respect of managing pupils' healthcare needs.

### **4. Steps to take when a pupil presents with a healthcare need – Individual Healthcare Plans (IHP)**

#### **4.1 Individual Healthcare Plans**

4.1.1 Where healthcare needs are complex, fluctuating, long term or where there is a high risk that an emergency intervention will be needed, an individual healthcare plan will be required (IHP). An IHP may be needed even if a medical condition is normally well controlled.

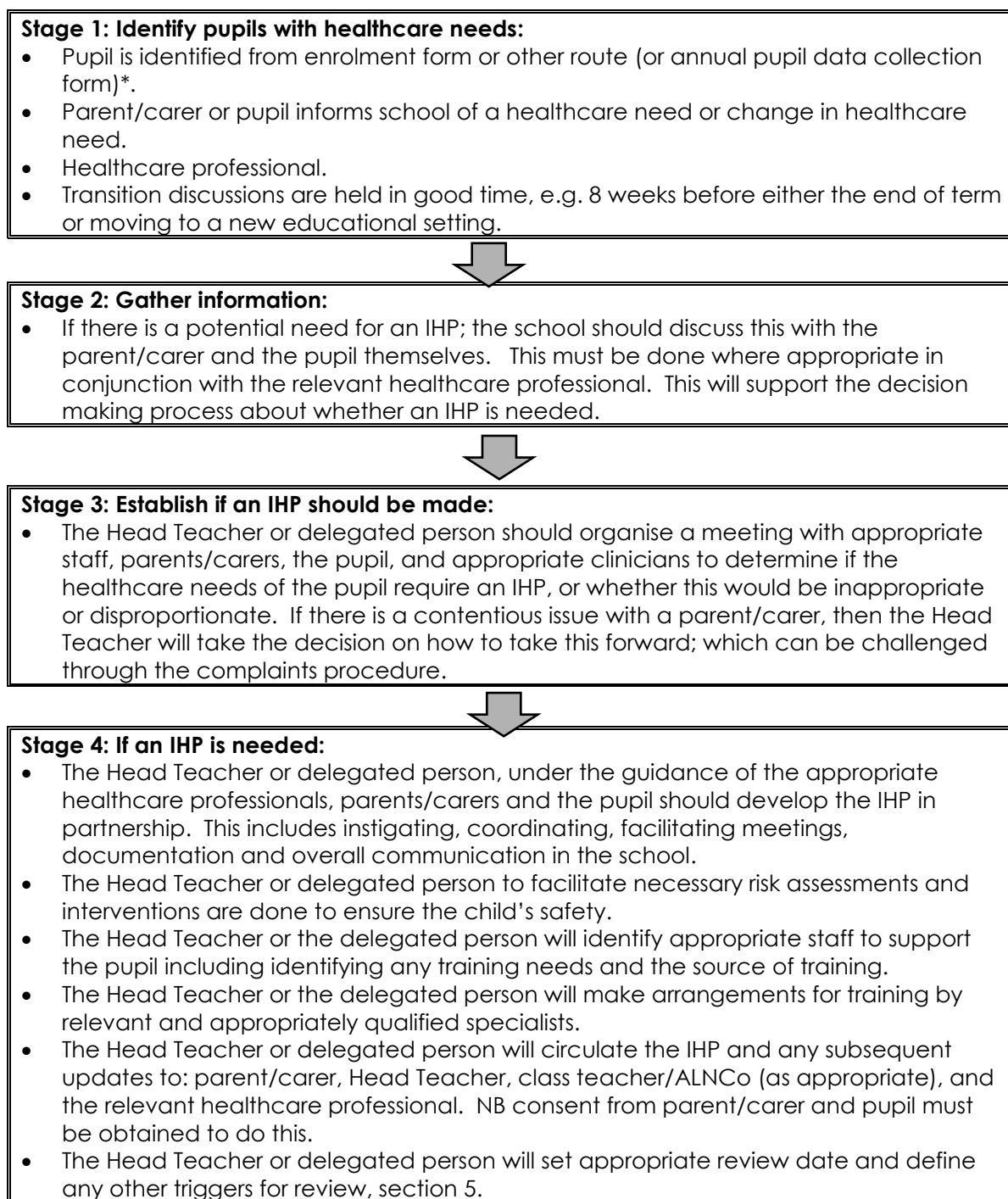
4.1.2 However, not all pupils with healthcare needs require an IHP and we have a process in place (see figure 1) to decide what interventions are most appropriate.

4.1.3 In most cases, especially concerning short-term illnesses such as those requiring a course of antibiotics, a detailed IHP may not be necessary. In such circumstances it may be sufficient to only complete the form in [appendix 2](#).

#### **4.2 Development of the IHP**

4.2.1 An IHP sets out what support is required by a pupil. It does not need to be long or complicated. When a pupil has continual or episodic healthcare needs, an IHP may be required.

- 4.2.2 If the pupils healthcare needs are complex and they are changing settings, then we will start preparation early to help ensure an IHP is in place at the start of the new term.
- 4.2.3 If any medication is required as part of an IHP, the medication consent form in [appendix 2](#) must also be completed.
- 4.2.4 Figure 1 outlines the process for identifying whether an IHP is needed.
- 4.2.5 In some cases e.g. short term anti-biotics; at the end of stage 2 'gather information' stage it might be clear that an IHP is not needed. In this case it will not be necessary to progress to stage 3 and 4.



*Adapted from: [Supporting Learners with Healthcare Needs. Guidance. Welsh Government 215/2017;](#)*

**Figure 1 – the process for identifying whether an IHP is needed.**



### **\*How we collect information about our pupils' healthcare needs\***

*Our school admission form includes questions about a pupil's basic health needs.*

*Our annual data collection form about pupils includes questions about healthcare needs, as well as a declaration that the parent/carer will inform school if there are any changes during the school year.*

*Following the annual pupil data collection we will make checks to ensure IHPs are in place or existing ones reviewed and/or medication consents are in place.*

## **4.3 Responsibilities for IHPs**

4.3.1 In our school, the **Head Teacher** has the overall responsibility for the *development* of the IHP (for the purposes of this policy the term *development* means 'instigating, coordinating and facilitating in conjunction with the relevant health specialists').

## **4.4 Development and content**

4.4.1 The development of a detailed IHP for a pupil might involve the following:

- the pupil
- the parents/carers
- input or information from previous education setting
- appropriate healthcare professionals
- social care professionals
- the Head Teacher and/or delegated responsible person for healthcare needs across the setting
- teachers and support staff, including catering staff
- any individuals with relevant roles such as a first aid coordinator, a well-being officer, and ALNCo.

4.4.2 Those devising the IHP will agree who will take the lead, but the responsibility for ensuring it is finalised and implemented rests with the education setting.

4.4.3 The IHP will be developed with the best interests of the pupil in mind and we and the specialist services (if required), will assess the risks to the pupil's education, health and social well-being.

4.4.4 The aim of the IHP is to capture the steps which need to be taken to help a pupil manage their condition and overcome any potential barriers to participating fully in education.

4.4.5 A template IHP can be found in [appendix 3](#).

4.4.6 If the relevant health professional has provided an IHP and this covers all aspects contained in the example IHP in [appendix 3](#), then a separate IHP is not required. The IHP can refer to other documents and do not need to be repeated.

4.4.7 However, if it is determined that an IHP is required and one has not yet been developed, we will complete the IHP in [appendix 3](#) together with the pupil, parent/carer and relevant health professional. It may not be necessary to complete all sections of this template. Many third sector organisations have

produced condition-specific template IHPs that could be used e.g. Asthma UK.

- 4.4.8 Where a pupil has a special educational need (SEN) the IHP will be linked or attached to any Statement of SEN/ individual education plan, or learning and skills plan (post 16). A personal evacuation plan and risk assessment may also be attached.

#### **4.5 Coordinating information with healthcare professionals, the pupil and parents/carers**

- 4.5.1 The way in which we share a pupil's healthcare needs with social and healthcare professionals depends on their requirements and the type of education setting. The IHP will explain how information is shared and who will do this. This individual can be a first point of contact for parents/carers and staff and will liaise with external agencies.

#### **4.6 The pupil's role in managing their own healthcare needs**

- 4.6.1 Pupils who are competent to do so will be encouraged to take responsibility for managing their own healthcare needs, which includes medicines and procedures. This should be reflected within the pupil's IHP.
- 4.6.2 Where possible, pupils will be allowed to carry their own medication and relevant devices, or be able to quickly access their medication. Some pupils may require an appropriate level of supervision.
- 4.6.3 If a pupil refuses to follow their IHP or take their medicine or carry out a necessary procedure, staff should not force them to do so, but follow the setting's defined arrangements, agreed in the IHP. Parents/carers will be informed as soon as possible so that an alternative arrangement can be considered and health advice will be sought where appropriate.

#### **4.7 Access to the IHP**

- 4.7.1 The IHP should be easily accessible to all who need to refer to it, while maintaining the required levels of privacy.
- 4.7.2 The IHPs will be stored securely in the school office or in the confidential Pastoral File (Held by Form teachers).

### **5. Review of a pupil's healthcare needs**

#### **5.1 IHP**

- 5.1.1 The governing body will ensure that all IHPs are reviewed at least annually or more frequently should the IHP state otherwise or should there be new evidence that the needs of the pupil have changed.
- 5.1.2 In this review we will involve all key stakeholders where appropriate including – the pupil, parent/carer, education and health professionals and other relevant bodies. Example table provided in [appendix 6](#).

#### **5.2 No IHP**

- 5.2.1 For pupils with a healthcare need without an IHP we will undertake a review every term.

## **6. Sharing and recording information**

- 6.1.1 The governing body has ensured that we have clear communication arrangements in place in relation to the healthcare needs of pupils. This must be done in line with the Data Protection Act 1998 and the WASPI Information Sharing Policy.
- 6.1.2 Our managing healthcare needs policy and the information sharing policy is made available to parents/carers via website, regular letters to parents/carers.
- 6.1.3 To protect pupil confidentiality, we will agree with the pupil and parent/carer how we can share information about their healthcare needs. Parents/carers will be asked to sign a consent form which clearly details the bodies, individuals and methods through which the pupil's medical information will be shared ([appendix 2 and 3](#)). Because sharing medical information can be a sensitive issue, we will involve the pupil in any decisions as appropriate.
- 6.1.4 We will share any information to ensure that teachers, supply teachers, any support staff and temporary staff are aware of the healthcare needs of pupils, including IHPs, particularly if there is a possibility of an emergency situation arising. This will include any changes to healthcare needs, IHPs and medication. The sharing and storing of information must comply with the Data Protection Act 1998 and not breach the privacy rights of or duty of confidence owed to the individuals. This will be done by:
- We use a noticeboard in the staff room to display information on pupils high-risk health needs, first aiders and certificates, emergency procedures, etc. We also share information with staff about the healthcare needs of pupils on the school's secure HWBmail network.
- We use staff meetings to help ensure staff are aware of the healthcare needs of pupils they have or may have contact with.
- 6.1.5 We will consider how friendship groups and peers may be able to assist pupils, e.g. they could be taught the triggers or signs of issues for a pupil, know what to do in an emergency and who to ask for help. We will discuss this with the pupil and parents/carers first and decide if information can be shared.
- 6.1.6 When pupils are placed with other services for all/some of the time (e.g. pupil referral unit, sixth form education or resource provision) we will ensure that the appropriate healthcare needs information is shared in line with our information sharing policy and with the consent of the parent/carer and pupil.
- 6.1.7 We will keep a list of what information has been shared with whom and why, for the pupil or parent/carer to view on request. This can be accessed by

looking at the pupil's IHP created by the school and/or the medication consent form ([appendix 2 and 3](#)).

## **7. Record keeping**

- 7.1.1 Pupil's Health Care records are kept securely in a Healthcare Information file in a central location.
- 7.1.2 New paperwork will be completed whenever there are changes to an IHP, medication or dosage. We will ensure that the old forms are clearly marked as being no longer relevant and stored in line with our information retention policy.
- 7.1.3 The administration of all medication will be formally recorded using [appendix 5](#). This includes: emergency medication, non-prescribed medication and controlled drugs.

## **8. Communication with parents/carers**

We will inform parents/carers in writing, or by telephone, by exception. For example:

- a. A child has not had their routine medication administered and why (e.g. refused); this will be done on the same day that it happens
- b. Child has had emergency medication administered, and the reason why; this will be done on the same day that it happens

The school policy and information to parents/carers will state how the school communicates with parents/carers and that they will be informed by exception, stating the reasons.

## **9. Creating an accessible learning environment**

### **9.1 Accessibility**

- 9.1.1 The local authority and the governing body will ensure our school is inclusive and accessible in the fullest sense to pupils with healthcare needs. This includes the following (please refer to pages 11 – 13); this must be followed:
- Physical access to education setting buildings (this is the primary responsibility of the local authority);
  - Reasonable adjustments – auxiliary/equipment/services (this is the primary responsibility of the governing body and school);
  - The governing body/schools with the support of the local authority will ensure that such equipment is regularly serviced;
  - Day trips and residential visit (this is the primary responsibility of the governing body and school);
  - Social interactions (this is the primary responsibility of the governing body and school);
  - Exercise and physical activity (this is the primary responsibility of the school);
  - Food management (this is the primary responsibility of the school);

- Risk assessments (this is the primary responsibility of the school).

## **9.2 Qualifications, examinations and national curriculum assessments (p18 WG guidance)**- this must be followed in accordance with the Welsh Government statutory guidance.

9.2.1 This is detailed on page 18 of the WG guidance.

## **9.3 Education other than that at school (EOTAS) (p19 - 20 WG guidance)** – this must be followed in accordance with the Welsh Government statutory guidance.

9.3.1 This section describes the support available to pupils of compulsory school age who due to their healthcare needs, may not for any period attend a mainstream education setting.

9.3.2 In the case of a short absence from school (less than 15 days), we will provide work to be completed at home, if the pupils condition permits, and will support the pupil to catch up on their return.

9.3.3 In the eventuality that a pupil is absent for more than 15 days (consecutive or cumulative) we will work with the local authority to ensure the needs of the pupil are met.

## **9.4 Integration (p20 - 21 WG guidance)** – this must be followed in accordance with the Welsh Government statutory guidance.

9.4.1 We have a key role to play in the successful integration after diagnosis or reintegration of pupils with healthcare needs. We will be proactive and work with health professionals and the local authority as appropriate, as well as other pupils in supporting the transition. We will train staff in a timely manner to assist the pupils return. The support will be considered by key parties including the pupil and parent/carer, and will be reflected in the pupil's IHP.

9.4.2 When a pupil is discharged from hospital appropriate information should be provided to parent/carers which should be shared with us. We will work with the parent/carer and the hospital to manage the pupils return.

9.4.3 We will work with the local authority to follow up with the pupil after reintegration.

## **9.5 School transport**

9.5.1 For school transport relating to pupils with healthcare needs we will follow the local authority school transport policy.

## **10. Emergency procedures**

10.1.1 We have a policy in place for dealing with emergency situations. All staff know who is responsible for this policy, who our first aiders are and how to deal with common healthcare needs.

10.1.2 In situations requiring emergency assistance we will call 999.

10.1.3 The location of pupils' healthcare records and emergency contact details will be known to staff.

10.1.4 Other pupils in our school will be told what to do in an emergency, i.e. inform a member of staff immediately.

10.1.5 If a pupil needs to be taken to hospital, a staff member will stay with them until a parent/carer arrives. This includes accompanying them in the ambulance to the hospital. The member of staff will take the appropriate paperwork with them.

## **11. Staff allocation and training**

11.1.1 The governing body will ensure that staff that volunteer or that are contracted to manage healthcare needs of pupils have access to the appropriate training and guidance.

11.1.2 This training will be sufficient to ensure that staff are competent, have confidence in their ability to support pupils and fulfil IHP requirements. At least 3 members of staff have completed the full First Aid at Work training. Additional training is provided by specialist nurses when Healthcare needs of pupils are identified (e.g. epi-pens)

11.1.3 The training will be rigorous to ensure that sufficient staff are competent to support a pupil's healthcare needs e.g. should the usual member of staff be absent.

11.1.4 Training may involve an input from the pupil and their parent/carers, but they will never be used as the sole provider of training.

11.1.5 If a pupil has a complex healthcare need, we will seek input and advice from the school nurse / specialist nurse / other healthcare professionals and the local authority in relation to training and support for staff. NOTE: schools are encouraged to organise specialist nurse training by cluster where possible.

11.1.6 All staff will be made aware of our Managing Healthcare Needs Policy, common conditions (to ensure recognition of symptoms and understand where to seek appropriate assistance) and staff roles in carrying out healthcare arrangements. Staff Training sessions are held annually to review procedures and share the policy. Additional training is held if any changes are made. All staff are provided with an electronic copy of the policy and a hard copy is available in a central location.

11.1.7 New and temporary staff will be made aware of the preventative and emergency measures that are in place so that they can recognise the need for intervention and act quickly. Supply staff are provided with information regarding potential preventative and /or emergency measures by the class teacher.

- 11.1.8 The movement of trained staff will always be in conjuncture with the pupils they support.
- 11.1.9 In the absence of the usual staff members other staff are available to cover the administration of medicines and are aware of the required procedures.
- 11.1.10 Staff will be asked to sign this policy to say that they have read, understood and will comply with it.
- 11.1.11 Training records will be maintained, [appendix 4](#).

## **12. Day trips and residential visits**

- 12.1.1 In line with statutory duties, the governing body actively supports all pupils with healthcare needs to participate in trips and visits.
- 12.1.2 We will contact parents/carers in advance by meeting/letter as appropriate which will advise them about planning their child's healthcare needs / medication for the trip/visit.
- 12.1.3 All staff supporting a trip/residential visit will be made aware of pupil's healthcare needs, with consideration for the Data Protection Act 1998 and respecting a pupils' right to privacy. They will receive the required information to ensure staff are able to provide an equal experience for the pupil. This information may include health and safety issues, what to do in an emergency and any other additional support, including medication and required equipment.
- 12.1.4 During a trip/visit, any medication which may be needed by a pupil will be carried by the member of staff with the relevant training or the pupil that can self-administer.
- 12.1.5 Pupils who may require their medication will be in a group which includes the trained member of staff carrying the medication where possible.
- 12.1.6 If a child turns up to go on a trip without their medication or not enough medication in line with this policy then we will contact parents/carers to ask them to bring the medication to school. If this is not possible, we will have to consider whether it is safe for the child to attend the trip/visit e.g. is the medication for emergencies, life controlling. The head/delegated person will decide if it is safe for the pupil to attend.

## **13. Medication**

***Note: where medication is prescribed to be taken in frequencies which allow the daily course of medicine to be administered at home, parents/carers should seek to do so e.g. before and after school and in the evening. There will be instances where this is not appropriate.***

**Note: pupils under 16 should never be given aspirin or its derivatives unless prescribed to them.**

### **13.1 Supply of medication/devices**

13.1.1 We will not keep surplus volumes of medication in school, as stated in the consent form. The exception being where it is in the best interests of the child.

13.1.2 We will never accept any medicines that have been taken out of the original container. Medication should be in the original container, labelled with the name of the pupil, medication name, dosage and frequency, and expiry date. Staff will never transfer medication from its original container, unless the container breaks, the parent/carer will be informed and appropriate action will be taken.

13.1.3 We only accept medication in the following condition as per national guidance:

Medication must:

- a. be in date.
- b. have contents correctly and clearly labelled
- c. be labelled with pupils' name.
- d. be accompanied with written instructions for administration, dosage, frequency and storage.
- e. be in its original container/packaging as dispensed by the pharmacist (with the exception of insulin which is generally available via an insulin pen or pump. Asthma inhalers and spacers must have the label attached to the inhaler).

### **13.2 Accepting/returning medication (including transporting it to school)**

13.2.1 It is the parent/carers responsibility to get their child's medication to school.

13.2.2 We will discuss with parents/carers how the medication will be transported to school and this will be reflected in the consent form (appendix 2).

13.2.3 Medication will only be returned to parent/carer personally.

### **13.3 Storage**

13.3.1 The Head Teacher has the ultimate responsibility for ensuring that medicines are stored safely in the school.

13.3.2 The Head Teacher will ensure that health risks arising from medicines are controlled in line with the Care of Substances Hazardous to Health Regulations 2002 (COSHH).

13.3.3 The Head Teacher will ensure secure and appropriate storage of medication.

**Table 1 – storage of medication (including controlled drugs)**



Note: we will never store medication under any circumstances in a first aid box.

Medication type	Location
Non-emergency medication	<ul style="list-style-type: none"> <li>All non-emergency medication will be kept in a secure place with appropriate temperature or light controls.</li> <li>If it is a <b>controlled drug</b>, additional security measures and controls are advisable.</li> </ul>
	Location(s) = Secure first aid cupboard (school office)
Refrigerated	<ul style="list-style-type: none"> <li>Some medicines need to be refrigerated. The refrigerator temperature will need to be regularly monitored to ensure it is in line with storage requirements.</li> <li>Medicines can be kept in a refrigerator containing food, but should be in an airtight container and clearly labelled.</li> <li>A lockable medical refrigerator should be considered if there is a need to store large quantities of medicine.</li> </ul>
	Location(s) = Fridge available in staff room
Emergency medication	<ul style="list-style-type: none"> <li>Emergency medication must be readily available to pupils who require it at all times during the day or at off-site activities.</li> <li>All staff will be made aware of the location of emergency medication.</li> <li>Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (pens) should be readily available to pupils and not locked away. This is particularly important to consider when outside of the education setting's premises, e.g. on trips.</li> <li>If the emergency medication is a <b>controlled drug</b> it should be kept as securely as possible so as to minimise the risk of unauthorised access while also allowing quick access if this might be necessary in an emergency. For example, keys should not be held personally by a member of staff.</li> <li>A pupil who has been prescribed a controlled drug may legally have it in their possession, if they are competent to do so, and they must not pass it to another pupil or other unauthorised person. Monitoring may be necessary.</li> <li>Where staff administer emergency medication to a pupil, this will be recorded.</li> </ul>
	Location(s) = On pupils' person, with class teacher, in school office

Asthma inhalers will be stored in a clean dust free container.

### 13.4 Access

13.4.1 It is important for pupils to be told and know where their medication is stored and how to access it.

13.4.2 We will inform all staff where pupils' medication is stored and how they can access it in accordance with the Data Protection Act 1998 (point 6 and 7).

### 13.5 Disposal

13.5.1 When no longer required, we will return medication to the parent/carers to arrange for their safe disposal, annually or when the medicines are out of date.

13.5.2 In the event that the parents/carers are unavailable, then we will seek advice from our school nurse on the disposal of unused medication left in

school. If they are unavailable, the medication will be handed into a local pharmacy.

13.5.3 We will always use sharps boxes for the disposal of needles and other sharps and disposed of appropriately.

### 13.6 Administration

13.6.1 Where a pupil is under 16, assistance or administration of prescribed medicines requires written parent/carer consent, unless Gillick competence is recorded.

13.6.2 Parents/carers must make a formal request with their written consent for the school for staff to administer ANY medication to their child, including when it forms part of an IHP ([appendix 2](#)).

13.6.3 One consent form must be completed for each medication.

13.6.4 It is necessary for the Head Teacher to formally agree to the request to administer medication and the completed and signed paperwork must in place before it can be administered ([appendix 2](#)). In the Head Teachers absence the alternative person named in 13.6.6 will take on this responsibility. In the interim, parents/carers will be permitted to administer the medication themselves.

13.6.5 In line with WG guidance only the suitably trained staff will administer medication in accordance with the pupils current IHP and/or the completed administration of medication consent form.

13.6.6 If the trained or approved members of staff who are usually responsible for administering medication to a pupil are not available, the pupil's IHP will set out how alternative arrangements to provide support will take place.

Lead person to approve medication administration requests:	Mr Dafydd Jones (Head Teacher)
In Head Teacher/delegated persons absence named person to approve medication administration requests:	Jacqui Ricards (HLTA/First Aid Lead)

13.6.7 In line with good practice we will endeavour to have two members of staff present when administering medication, and two signatures will be recorded. NOTE this is not a legal requirement.

13.6.8 When medication administration procedures require an adult of the same gender as the pupil and a second signature we will endeavour to address this, and it will be noted in the IHP and/or medication consent form.

13.6.9 If the treatment is invasive or intimate we will follow our intimate care policy unless alternative arrangements are agreed, and this will be recorded in or attached to the pupils IHP.

13.6.10 When administering the medication to a pupil, the staff will re-check the following each time:

- a. Check consent form first.
- b. Medication must be in its original container with the label attached;
- c. If prescribed, it must have been dispensed by a pharmacist;
- d. Must have the expiry date and be in date;
- e. Must have the name of the child;
- f. Must have the name of the drug;
- g. Must have the dosage size and frequency;
- h. The medication has been stored according to the storage instructions;
- i. How much medication is left
- j. Check the maximum dosage
- k. Check the amount and time of any prior dosage administered.

If there is a problem, contact Head Teacher/delegated person and then parent/carer.

13.6.11 The member of staff administering medication will monitor that the drug has been taken.

13.6.12 The administration of all medication will be recorded using the form in [appendix 5](#).

### **13.7 Self-medication**

13.7.1 Unless there is an agreed plan for the pupil to self-medicate (16 years and above or Gillick competent), all medication will be administered by a member of staff. The formal request for a pupil to self-medicate (included in [appendix 2](#)) from the parents / carers must be made before such practice is allowed. In other cases, it will be supervised in accordance with the IHP.

13.7.2 In line with good practice, pupils (secondary) will be asked to only carry enough medication for that day.

13.7.3 Without exception, pupils must not share their medication for any reason with another pupil. This will be made clear to all pupils. This will be treated as misuse in line with our substance misuse policy.

### **13.8 Change of dose / medication**

13.8.1 We will never make changes to medication or dosages on parent/carer instruction alone.

13.8.2 If a change in dose is requested by a pupil, parent/carer or a health professional; the change must be confirmed in writing by the prescribing officer and a new medication consent form must be completed by the parent/carer before we will administer a change in dose to a pupil.

13.8.3 If the relevant paperwork is not provided on a given day and places a pupil at risk, the Head Teacher/delegated person will risk assess and has the right to refuse to admit the pupil into the school until the said paperwork is provided in accordance with this policy.

### **13.9 Adverse effects**

13.9.1 If a pupil experiences adverse effects following the administration of medication we will administer first aid or contact the emergency services as required and will contact the parents/carers immediately. The adverse effect will be recorded on the medication recording sheet in [appendix 5](#).

### **13.10 Medication errors**

13.10.1 If we forget to administer medication, administer medication late, provide an incorrect dose of medication, provide an additional dose, administer medication without consent, administer medication by an untrained member of staff or administer medication to the incorrect child, then we will report to the Head Teacher/delegated person and seek advice from a healthcare professional or treat the pupil in line with our medical emergency procedures if required. We will contact parents/carers immediately and will complete the incident form, [appendix 7](#).

### **13.11 Medication refusal or misuse**

13.11.1 If a pupil refuses to take their medication, then they will not be forced to take it, unless in an emergency situation.

13.11.2 If a pupil refuses medication in an emergency situation (for example: adrenaline injection in the case of anaphylaxis), then professional medical help will be requested and the parents / carers informed immediately.

13.11.3 Without exception, pupils must not share their medication for any reason with another pupil. This will be made clear to all pupils. This will be treated as misuse in line with our substance misuse policy.

13.11.4 If a pupil refuses or misuses any medication, their parent/carer will be informed as soon as possible and we will also ask parents/carers to seek health care advice as appropriate. If parents/carers cannot be contacted immediately, staff may need to seek immediate health care advice or contact the emergency services if needed.

13.11.5 When informing parents/carers it is considered best practice to also have this in writing. We will also record the refusal / misuse in [appendix 5](#).

### **13.12 Covert medication**

13.12.1 Covert administration of medication will be done under strict guidelines and supervised with an appropriate timeline outlined. A consent form ([appendix 9](#)) must be completed, with consent from a health professional which clearly outlines the reasons and why it is in the best interest of the pupil.

### **13.13 Medication that has run out or expired**

13.13.1 If a pupil's medication runs out or expires, it is the responsibility of the parent/carer to monitor and to replenish it. This is clearly stated in the medication consent form ([appendix 2](#)); and parents/carers will be informed of this in our prospectus and website.

13.13.2 However, our safeguarding responsibilities and duties under the Social Services and Well-Being Act mean that it is good practice for us to regularly check the expiry dates of any medication stored in school. Medication dates and quantities will be checked every half-term and the appropriate action taken.

### **13.15 Asthma**

13.15.1 Guidance on the use of emergency salbutamol inhalers in schools in Wales. Guidance. Welsh Government circular no: 015/2014 states that schools are now permitted to have an 'emergency' inhaler in school for use with pupils diagnosed with asthma. We have two emergency salbutamol inhalers and disposable spacers available in school.

13.15.2 Consent for pupils to use the emergency inhaler will be obtained separately in line with the Welsh Government guidance.

### **13.16 Controlled drugs**

13.16.1 Drugs such as Ritalin are controlled by the misuse of drugs act. Therefore it is imperative that they are managed between the school and the parents/carers, including transportation to school.

13.16.2 Ideally controlled drugs will only be brought in to school on a daily basis by parents/carers, but certainly no more than a week's supply as indicated in the consent form ([appendix 2](#)), with the exception where it is in the best interests of the child. We will always record the amount of medication handed over to us or back to the parent/carer ([appendix 5](#)).

### **13.17 Non-prescribed medication (e.g. over the counter, homeopathic)**

13.17.1 The process for non-prescribed medication is the same as all other medication; but will be dealt with on an individual case by case.

13.17.2 Pupils are not permitted to carry non-prescribed medication in school unless prior consent has been obtained ([appendix 2](#)).

## **14. Complaints procedure**

14.1 If a pupil or parent/carer is not satisfied with our health care arrangements they are entitled to make a complaint. Our complaints procedure is outlined in our Complaints Policy.

14.2 Complaints are usually escalated from teacher to Head Teacher, then to the governing body, and then to the local authority.

14.3 If the complaint is Equality Act 2010/disability related, then consideration of a challenge to the Special Education Needs Tribunal for Wales (SENTW) can be made.

## **15. Reviewing the policy**

15.1 We will review the policy every 2 years or sooner should the need arise.

## APPENDIX 1

### Ysgol Melyd

## Contacting Emergency Services

### Request for an Ambulance

Dial **999**, ask for an ambulance, and be ready with the following information where possible.

1. Our telephone number 01745 852782.
2. Our location is Ysgol Melyd, Ffordd Pennant, Meliden, Denbighshire.
3. The postcode is LL19 8PE.
4. Give the exact location in the education setting.
5. Give your name.
6. Give the name of the pupil and a brief description of symptoms.
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.
8. Don't hang up until the information has been repeated back.

**Speak clearly and slowly and be ready to repeat information if asked to.**

**Put a completed copy of this form by all the telephones in the education setting.**

**APPENDIX 2**  
**Ysgol Melyd**

**PARENT/CARER CONSENT FOR SCHOOL TO ADMINISTER MEDICATION TO A PUPIL**

- Our school will not give your child medication unless you complete and sign this form.
- If more than one medication is to be given, a separate form should be completed for each one.
- A new form must be completed when dosage changes are made.
- Where possible parents/carers should come to school to administer medication; or requests should be made for medication timings to be set outside of school hours.
- Parents/carers will be informed as stated in the school policy when a child refuses their medication or when emergency medication is administered.
- Parent/carers can request sight of records.
- Without exception pupils must not share their medication for any reason with another pupil.

Name of child	
Date of birth	
Class / form	
Healthcare need	
Routine or emergency medication	
<b>Medicine</b>	
<b>Note: medication must be in the original container as dispensed by the pharmacy.</b>	
Name, type and strength of medicine ( <i>as described on the container</i> )	
Date dispensed	
Expiry date	
Dose of medication	
Method of administration	
Timing of medication	
Duration of treatment	
Special precautions	
Special requirements for administering medication e.g. two staff present, same gender as pupil.	
Storage requirements	
Who will deliver the medication to school and how frequently?	
Who will receive the medication?	
Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects that the school needs to know about?	
Is there any medication that is being administered outside of school day that we need to know about? Are there any side effects that we should be aware of?	

Any other instructions	
Pupil to self-administer medication under supervision from a stored location	Yes / No (please circle) <i>If yes, pupil must also sign declaration*</i>
Pupil to carry and self-administer medication	Yes / No (please circle) <i>If yes, pupil must also sign declaration*</i>
Procedures to take in an emergency	
If your child has asthma: do you give consent for your child to use an emergency inhaler if their own is not immediately available?	Yes / No (please circle)
Agreed review date	<i>To be completed with the school</i>
Name of member of staff responsible for the review	<i>To be completed with the school</i>
<b>INDIVIDUAL HEALTHCARE PLANS (IHP)</b>	
Healthcare Plan from health professional attached if appropriate	Yes / No (please circle)
IHP created by school attached if appropriate (appendix 3)	Yes / No (please circle)
Guidelines provided by health attached if appropriate e.g. patient information sheet	Yes / No (please circle)
Review date of the above	
<b>Contact details</b>	
Name	
Daytime telephone number	
Relationship to the child	
Address	
Post Code	
In the best interests of the pupil the school might need to share information with school staff and other professionals about your child's healthcare needs e.g. nursing staff.  Do you consent to this information being shared?	Yes / No (please circle)
<ul style="list-style-type: none"> <li>• I accept that the school is not obliged to give medication to my child but will do so in accordance with the school policy. I have read and agree to the school giving medication in accordance with the school policy. I understand my parental/carer obligations under the guidelines.</li> <li>• The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer the medicine in accordance with the information given above and the school policy.</li> <li>• I will inform school of any new information from health professionals in regard to my child, e.g. if there are any changes in dosage or frequency or if it is stopped. I will ensure that this is in writing from the health professional.</li> <li>• I understand that it is my responsibility to replenish the medication supply in the school and collect expired or unused medication.</li> </ul>	



<ul style="list-style-type: none"> <li>• Where correct medication is not readily available on a given day and places the child at risk, the Head Teacher has the right to refuse to admit my child into the school until said medication is provided.</li> <li>• It is my responsibility to check medication expiry dates and how much dosage is left; and I understand that the school will not administer out of date medication. It is not the schools responsibility to inform or notify the parents/carers.</li> <li>• I consent for the information in the form to be shared with health professionals/emergency care.</li> <li>• If my child has received any emergency medication prior to school, I will inform the Head Teacher/delegated member of the school staff before school starts.</li> </ul>	
Parent / carer signature:	
Date:	

I would like my child to administer and/or carry their medication

Parent/carer signature:	
Date:	

\*If yes to these questions: I agree to administer and/or carry my medicine. If I refuse to administer my medication as agreed, then this agreement will be reviewed.

Pupil signature:	
Date:	

\*\*\*\*\*

**HEAD TEACHER/DELEGATED PERSONS AGREEMENT TO ADMINISTER MEDICATION**

It is agreed that *(insert child's name)*..... will receive *(insert name and quantity of medication)* .....  
 at *(insert time medicine is to be administered)* .....

*(Name of pupil)*.....will be given their medication / supervised while they take their medication by *(insert name of member of staff)*.....

This arrangement will continue until *(e.g. either end date if course of medication or until instructed by parents/carers)*.....

Name (Head Teacher/delegated person): .....

Signed:.....Date: .....

- Individual Healthcare Plan in place; OR
- Individual Healthcare Plan not required

## Appendix 3

### Ysgol Melyd

#### Individual Healthcare Plan (IHP)

(Adapted from [www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk))

Links to IHP templates for specific medical conditions: <http://medicalconditionsatschool.org.uk/>

**Section 4 of the policy will be followed when developing this IHP.**

#### 1. PUPIL INFORMATION

##### 1.1 Pupil details

Pupil's name:	
Date of birth:	
Year group:	
Nursery/School/College:	
Address:	
Town:	
Postcode:	
Medical condition(s): <i>Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.</i>	
Allergies:	
Date:	
Document to be updated/reviewed:	
Review triggers:	

##### 1.2 Family contact information

Name:			
Relationship:			
Home phone number:			
Mobile phone number:			
Work phone number:			
Email:			

### 1.3 Essential information concerning this pupils' health needs

	Name	Contact details
Specialist nurse (if applicable):		
Key worker:		
Consultant paediatrician (if applicable):		
GP:		
Head Teacher:		
Link person in education:		
Class teacher:		
Health visitor/ school nurse:		
ALNCo:		
Other relevant teaching staff:		
Other relevant non-teaching staff:		
Person with overall responsibility for implementing plan:		
Person responsible for administering/supervising medication:		
Arrangements for cover in these two peoples absence:		
Any provider of alternate provision:		

This pupil has the following medical condition(s) requiring the following treatment.	
Medication administration	<p>Please complete parent/carer agreement for school to administer medication form (<a href="#">appendix 2</a>) and attach to this IHP.</p> <p>Form 1 =</p> <p>Form 2 =</p>

### 1.4 Sharing information and record keeping

In the best interests of the pupil the school might need to share information with school staff and other professionals about your child's healthcare needs e.g. nursing staff.	Yes / No (please circle)
Do you consent to this information being shared?	
What records will be kept about the pupil's healthcare needs, and how it will be communicated with others?	

## 2. ROUTINE MONITORING (IF APPLICABLE)

Some medical conditions will require monitoring to help manage the pupil's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is the target?	

## 3. EMERGENCY SITUATIONS

An emergency situation occurs whenever a pupil needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. tests or rest) that are required?	

## 4. IMPACT OF MEDICAL CONDITION AND MEDICATION ON PUPIL'S LEARNING

*(Impact statement to be jointly produced by health professional and a teacher)*

How does the pupil's medical condition or treatment affect learning? <i>i.e. memory, processing speed, coordination etc.</i>	
Actions to mitigate these effects	
Does the pupil require any further assessment of their learning?	

## 5. IMPACT ON PUPIL'S LEARNING and CARE AT MEAL TIMES

	Time	Note
Arrive at school		
Morning break		
Lunch		
Afternoon break		
School finish		
After school club (if applicable)		
Other		

- Please refer to home-school communication diary
- Please refer to school planner

### 6. CARE AT MEAL TIMES

What care is needed?	
When should this care be provided?	
How's it given?	
If it's medication, how much is needed?	
Any other special care required?	

### 7. PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

### 8. TRIPS AND ACTIVITIES AWAY FROM SCHOOL

What care needs to take place?	
When does it need to take place?	
If needed, is there somewhere for care to take place?	
Who will look after medication and equipment?	
Who outside of the school needs to be informed?	
Who will take overall responsibility for the pupil on the trip?	

### 9. SCHOOL ENVIRONMENT

Can the school environment affect the pupil's medical condition?	
How does the school environment affect the pupil's medical condition?	
What changes can the school make to deal with these issues?	
Location of school medical room	

## 10. EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS

Pupils with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence and should not count towards a pupil's attendance record.

Is the pupil likely to need time off because of their condition?	
What is the process for catching up on missed work caused by absences?	
Does this pupil require extra time for keeping up with work?	
Does this pupil require any additional support in lessons? If so what?	
Is there a situation where the pupil will need to leave the classroom?	
Does this pupil require rest periods?	
Does this pupil require any emotional support?	
Does this pupil have a 'buddy' e.g. help carrying bags to and from lessons?	

## 11. STAFF TRAINING

Governing bodies are responsible for making sure staff have received appropriate training to look after a pupil with regard to healthcare administration, aids and adaptive technologies. School staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed?	
Head Teacher/delegated person signature	

## 13. TRANSPORT TO SCHOOL

What arrangements have been put in place?	
Who will meet the pupil in school?	

## 14. PERSONAL CARE

For pupils requiring intimate care as part of their IHP, please refer to the schools intimate care policy.

What arrangements have been put in place in relation to any personal care needs across the school day?	
--	--

**15. PLEASE USE THIS SECTION FOR ANY ADDITIONAL INFORMATION FOR THE PUPIL.**

--

**We suggest the following are stored together:**

- IHP from health
- Medication consent form (if applicable)
- Statement of SEN / individual education plan / learning and skills plan
- One page profile
- Risk assessment
- Personal evacuation plan

**16. SIGNATURES**

	Name	Signature	Date
Head Teacher/delegated person			
Young person			
Parents/ carer			
Health professional			
School representative			
School nurse			

**APPENDIX 4**

**Ysgol Melyd**

**STAFF TRAINING RECORD – ADMINISTRATION OF MEDICATION**

Please ensure that the Education Workforce Council registration is updated accordingly.

Name (s)	
Type of training received	
Date training received	
Date training completed	
Training provided by	
Profession and title	

I confirm that the above staff member(s) have received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated (*please state how often*): .....

Trainer's signature: .....

Date: .....

I confirm that I have received the training detailed above.

Staff signature: .....

Date: .....

Suggested review date: .....



Good practice suggests that this form should be contained in a bound and numbered book to avoid a threat of tampering.

**APPENDIX 5 - Ysgol Melyd- RECORD OF MEDICATION ADMINISTERED TO A PUPIL**

Good practice suggests that only one form is used per child in case a parent/carer wishes to see it.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Amount of controlled drugs received: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of controlled drugs handed back to parent/carer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHECKS: a) Check consent form first; b) Medication must be in its original container with the label attached; c) If prescribed, it must have been dispensed by a pharmacist; d) Must have the expiry date and be in date; e) Must have the name of the child; f) Must have the name of the drug; g) Must have the dosage size and frequency; h) The medication has been stored according to the storage instructions; i) How much medication is left; j) Check the maximum dosage; k) Check the amount and time of any prior dosage administered. If there is a problem, contact Head Teacher/delegated person and then parent/carer.

Date	Time	Name of medication	All checks above undertaken	Dose Given	Controlled drugs only: amount remaining	Any reactions	Medication refused/not administered	Reason	Parent/carer informed & how	Staff 1 signature	Staff 2 signature

**ATTACH IHP / CONSENT FORM TO THIS FORM**



## Appendix 7:

### Ysgol Melyd

#### Medication/healthcare incident report

Pupil's name:			
Home address:			
Telephone number:			
Date of incident:		Time of incident	

#### Correct medication and dosage:

#### Medication normally administered by:

	Pupil
	Pupil with staff supervision
	Nurse / school staff member

#### Type of error:

	Dose administered later than scheduled time
	Omission
	Wrong dose
	Additional dose
	Wring pupil
	Dose given without permission on file
	Dietary
	Dose administered by unauthorised person
	Other

#### Description of incident:

#### Action taken:

	Parent /carer notified: date and time -	
	School nurse notified: date and time -	
	Physician notified: date and time -	
	Poison control notified: date and time -	
	Pupil taken home	
	Pupil taken to hospital	
	Other: details:	

#### Notes/further comments:

Name:		Role:	
Signature:		Date:	

## Appendix 8: Unacceptable Practice

[Supporting Learners with Healthcare Needs. Guidance. Welsh Government 215/2017. Page 27](#)

### THIS MUST BE FOLLOWED

#### It is not acceptable practice to:

- prevent learners from attending an education setting due to their healthcare needs, unless their attending the setting would be likely to cause harm to the learner or others
- prevent learners from easily accessing their inhalers or other medication, and prevent them from taking their medication when and where necessary
- assume every learner with the same condition requires the same treatment
- ignore the views of the learner or their parents/carers, or ignore healthcare evidence or opinion (although these views may be queried with additional opinions sought promptly)
- send learners with healthcare needs home frequently or prevent them from staying for normal activities, including lunch, unless this is suitably specified in their IHP
- send a learner who becomes ill or needs assistance to a medical room or main office unaccompanied or with someone unable to properly monitor them
- penalise a learner for their attendance record if the absence is related to their healthcare needs. 'Authorised absences' including healthcare appointments, time to travel to hospital or appointment, and recovery time from treatment or illness should not be used to penalise a learner in any way. This includes, but is not limited to, participation in activities, trips or awards which are incentivised around attendance records
- request adjustments or additional time for a learner at a late stage. They should be applied for in good time. Consideration should also be given to adjustments or additional time needed in mock examinations or other tests
- prevent learners from drinking, eating or taking toilet or other breaks whenever needed in order to manage their healthcare needs effectively
- require parents/carers, or otherwise make them feel obliged, to attend the education setting, trip or other off-site activity to administer medication or provide healthcare support to the learner, including for toileting issues
- expect or cause a parent/carer to give up work or other commitments because the education setting is failing to support a learner's healthcare needs
- ask a learner to leave the classroom or activity if they need to administer non-personal\* this means medication or consume food\*\* in line with their health needs
- prevent or create unnecessary barriers to a learner's participation in any aspect of their education, including trips, e.g. by requiring a parent/carer to accompany the learner.

\* For the purpose of clarification, non-personal relates to non-intimate medication.

\*\* In line with school health and safety policies.

## Appendix 9:

### Ysgol Melyd

#### Authorisation for school to administer covert medication

Please take this form to your GP to complete and return to school

Appendix 2 must also be completed and attached to this form

Full Name	Address
Date of Birth	

Medication (as labelled on container)	
This medication is necessary to treat:	
Method(s) of administration tried in the past	
These methods were rejected because	
Covert method of administration to be used:	
I have assessed the young person and confirm he/she lacks the capacity to consent and continues to need the above treatment. I have undertaken a best interest analysis and confirm it is in the best interest of the child to have medication administered in the method described above.	
GP / Doctor Name	Surgery stamp
Signed	
Date	

Signed parent/carer		Date	
Signed Head Teacher/delegated person		Date	

This arrangement will continue until either the end of the course of medication or until instructed by parents/carers. A separate form must be completed for each medication.