



**ADMINISTRATION
OF
MEDICINES POLICY**



Status	Approved By	Date Approved	Review Period	Date of Review	Statutory/ Optional	SLG
Approved	FGB	May 2019	Annually	May 2020	Statutory	AR



**LAMPARD COMMUNITY SCHOOL
POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS
AND FOR THE ADMINISTRATION OF MEDICINE
(MEDICAL POLICY)**

1. The staff of Lampard Community School wish to ensure students with medical needs receive proper care and support. Our intention is to ensure students with medical conditions should have full access to education including trips and PE. The Board of Governors will ensure staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. The Office Manager will be responsible for ensuring the following:
 - Procedures to be followed when notification is received a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support). Details are as follows:
 - Assistant Head – Care & Safeguarding and Senior Teacher (Transition/Outreach) receive copies of any Individual Health Care Plans (or are informed of any medical conditions) by professionals relating to students who are due to start at Lampard as part of the transition process.
 - Assistant Head – Care & Safeguarding / Senior Teacher (Transition/Outreach) notify admin team of any medical conditions and they are inputted into SIMS).
 - Admin give tutors and relevant staff a list of student medical conditions. Copies kept in medication cabinets.
 - The Health Care Plan is shown to tutors and relevant staff. The HCP is filed in main office with copies in the student main (blue) file and gold folder.
 - At Parents Evenings the tutors check with parents/carers medical information is still correct or requires amendment.
 - Following Parents Evenings the admin team amend medical information on SIMS and produce updated class lists.
 - Parents/carers are also regularly reminded in newsletters of the importance of keeping us up-to-date about students' medical conditions/change to medication.
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis are as above.
 - Procedures for home-to-school transport – the Devon County Council Transport Team will request parents/carers to complete a form which gives details of any medical conditions. It is the responsibility of parents/carers and the Transport Team to ensure the students' medical needs are met whilst being transported between home-to-school.
 - Procedures for asthma inhalers/spacers – parents/carers are required to complete an Administration of Medication form if they want the school to keep inhalers/spacers for their child.
4. The above procedures will be monitored and reviewed by the Assistant Head – Care & Safeguarding and School Business Manager.

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5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Lampard Community School, healthcare professionals and parents to ensure the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
 - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. The Headteacher will have the final decision on whether an Individual Health Care Plan is required.

THE ADMINISTRATION OF MEDICINE

7. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
8. Any parent/carer requesting the administration of medication will be asked to view our policy on the school website.
9. Prescribed medication will be accepted and administered in the establishment.
- Non-prescription medication will only be accepted and administered in the following circumstances:
 - In discussion with Governors, it has been agreed that the school will administer non-prescription medication such as Calpol/liquid paracetamol for no more than 3 days, if parents have written in requesting it be given to their child. However, on no account should aspirin or medicines containing ibuprofen be given to children unless prescribed by a doctor.
10. Prior written parental consent is required before any medication can be administered.
11. Only reasonable quantities of medication will be accepted (no more than one week's supply) unless agreed by the Headteacher.
12. Each item of medication should be delivered in its original dispensed container clearly showing the printed label giving instructions from your doctor. Handed directly to the Headteacher or member of the office staff authorised by the Headteacher (at Lampard School the Headteacher authorises all office staff).
13. Each item of medication should be clearly labelled with the following information:
- Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)

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14. The school will not accept items of medication which are in unlabelled containers or not in their original container.
15. Unless otherwise indicated, all medication to be administered in the school will be kept in the medical cabinet in the school office.
16. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Students at Lampard Community School are not allowed to carry their medication with them.
17. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
18. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service.
19. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Link to DfE Statutory Guidance:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>