

Statement

The aim of this policy is to promote safe and healthy practice for pupils requiring medication, in School. At Boston Endeavour Academy this is achieved by ensuring that all medication is delivered and stored safely, administered correctly and that all relevant documentation and records are completed and kept updated.

BEA ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- BEA is committed to providing a physical environment accessible to pupils with medical conditions, and pupils and families are consulted to ensure accessibility. BEA is committed to an accessible environment for out-of-school activities and adheres to protected characteristics and ensure we are a place where children belong thrive and achieve.
- BEA ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. Opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment as well as the schools Spiritual Moral Social and Cultural Education and British Values are utilized to ensure that we are an inclusive school and every child feels like they belong and that they can thrive
- BEA understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils.
- BEA understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimize these.
- BEA makes sure that pupils have the appropriate medication / equipment / food available during physical activity.
- Pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalize pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term absences, including those for medical appointments, are effectively managed.
- Risk assessment is carried out before any out-of-school educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

- Staff are aware of the common triggers that can make medical conditions worse or can bring on an emergency. Staff actively working towards reducing or eliminating health and safety risks:

Staff are committed to identifying and reducing triggers both at school and out of school visits.

Medical emergencies and incidents are reviewed to see how they could be avoided, and lessons are learnt and practice is changed where appropriate and changes made to school policy according to these reviews.

Responsibilities

The Local School Board

The Local School Board ensure that the school adhere to all Healthy and Safety legislation and guidance in regard to administering and storing medication.

Medical lead

The medical lead is responsible for ensuring that procedures for administering medication are understood and adhered to. The medical lead will ensure that training is provided where necessary. The medical lead is responsible for ensuring that there is effective communications and consultation with parents/carers, pupils and health professionals concerning the pupils' medical needs. Ensuring the policy is applied across the curriculum and includes when pupils are out on day trips, offsite lessons and residential trips.

- Ensure that there are a sufficient level of trained staff members working with identified pupils with specific medical needs
- Conduct weekly medication checks to confirm that all pupils have received their required medication
- Ensure that appropriate adaptations are made to support pupils with medical conditions in accessing a full and balanced curriculum
- Liaise with medical professionals to ensure that the most up to date documentation regarding a pupil's medical need is distributed to relevant staff within the school using an Individual Health Care Plan.

Medical lead is responsible for ensuring that procedures for administering medication are understood and adhered to. The medical lead will ensure that training is provided where necessary. Medical lead is responsible for ensuring that there is effective communications and consultation with parents/carers, pupils and health professionals concerning the pupils' medical needs.

Safeguarding Team / Senior leaders

The safeguarding team will;

- Quality assure the medication procedures via weekly spot checks of two pupil's medication to ensure that all staff are adhering to the policy and that all medication stored in school is in date and administered in line with the policy
- Quality assure the medication procedures to ensure that all staff are adhering to the policy and that every pupil's medication stored in school is in date and administered in line with the policy

Administration Team

An identified administrator at each site will;

- Ensure that all medication is signed in and out through reception. If pupils access transport medication will be signed out via transport team (Kayleigh & Georgia).
- Ensure that all medication is promptly stored in the locked medication cabinet, emergency medication cabinet or locked medication fridge, in line with the medication's storage

recruitments

- Maintain all medication records in line with the policy
- Inform the members of staff, relevant to the pupil, about any changes to medication requirements

Class staff

It is the duty of all teaching staff to;

- Ensure they facilitate all pupil's receiving their medication at the required time as stated on their prescription label and/or parent and carer consent form
- Ensure that all class staff are aware of the pupils with medication requirements and what those requirements are
- Ensure that all class staff understand their roles and responsibilities regarding the administration of medication.

Medication in School

Signing In and Out

All medication must be signed in by two staff members when it is brought on to the school site. The signing in process includes recording;

- Who is the medication for (pupil name)
- The type of medication
- The dosage of the medication
- The date the medication was bought in to school.
- The total amount of the medication at the time of signing in i.e. number of tablets, approximate amount of liquid e.g. ½ a bottle
- The signatures of the two staff members signing the medication into school.

All medication will be signed out of school, following the same recording as above, each time the medication is taken off site. Medication will remain in the original packaging at all times when in the responsibility of school. Pupil's emergency medication is taken off site in every instance that the pupil leaves site for a school activity.

Parents and carers must provide a signed parent/carers consent to administer medication form (see appendix 2) in order for medication to be administered by staff during the school day. Medication cannot be provided to any child by staff members without signed consent by parents and carers. Consequently, any changes to the dose of medication must be provided to the school in writing with signed, or electronic confirmation, from parents and carers before school can administer the changed dose. In the event of medication being prescribed to a child, medication can only be administered in line with the instructions of the prescription label i.e at the time stated on the prescribed label. If the prescription label states an ambiguous time such as before lunch, the time that the medication will be administered will be agreed with parents/carers.

The school will not accept items of medication in unlabeled containers.

Storage of Medication

All medication including emergency medication will be stored in a secure medication cabinet located in each individual classroom. The key/code to this medication cabinet only accessible by staff. A fridge is located in the Physio room, SLT Office and family room to store medication that requires refrigeration.

All medication is

- stored in the original packaging
- clearly labelled with the pupil's name via pharmacy label
- kept nearby a copy of the parent/carers consent to administer medication form in

the class medical folder.

Out of date medication will be returned to parents/carers and replacements requested. Any medication that is not returned to parents/carers will be disposed of at the local pharmacy by a named member of staff with permission of the Headteacher.

School can administer over the counter medication providing that the same medication form completed by parents above states the name of the medication, the dose and the time it needs to be administered and is signed. Providing that all of these adhere to the information on the back of the box this then can be administered in school by two members of staff who have up to date administration of medication training and recorded appropriately.

If a medicine is a controlled drug it must be locked, the key/code must remain readily available and not held solely by one individual, the controlled medicine should be double locked.

Medication is stored securely or carried by staff outside the building, in line with risk assessment and local procedures.

Medication Record Keeping

All pupils with routine and or emergency medication have a section in their class medical folder including;

- Parent/carer consent to administer medication form
- Individual Health Care Plan - for pupils that have one provided by a health care professional
- Medication Signing in and Out record
- Daily Administration of Medication Record (MARS)/Emergency Medication Record of Administration
- Emergency Contacts information via medication form
- Any medical consultations forms after being filed with administration staff and uploaded to CPOMS.

The routine and emergency medication folders are stored in individual classes and the same information should be filed in a separate folder solely for trips out of school when medication is taken too for pupils.

There are instances when pupils are required to bring medication into school but not require medication to be administered during the school day. Such medication may be in the event of a pupil requiring a specific medication for transport and/or pupils that need to take medication with them to a respite provider. In the event of such medication being brought into school, this medication will be signed in and out via the transport team and through individual class medical folders both in the morning and the afternoon when pupils leave the school site.

Administering Medication

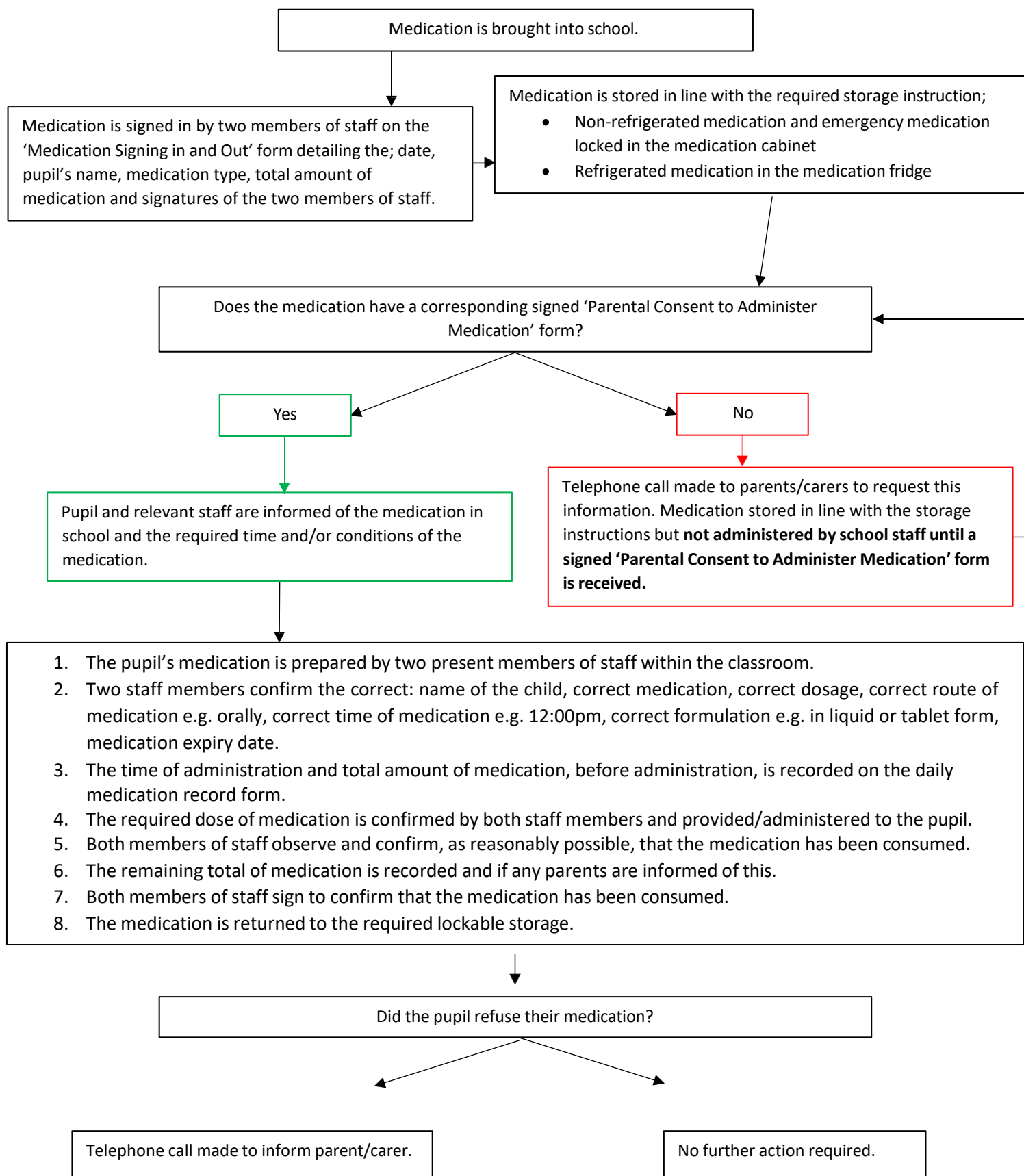
Those staff who have been trained in administration of medication (through national college) should ensure that they are confident in the administration of medication with any pupil that requires it and if they are not confident should seek advice from the senior leadership team/Medical lead. The process of administering medication is as below;

- a) Medication is always administered by two trained staff members
- b) The staff member giving out medication is required to check all details and ensure that the second member of staff is double checking the below points:
 1. Correct name of the child
 2. Correct medication
 3. Correct dosage



4. Correct route of medication e.g. orally
 5. Correct time of medication e.g. 12:00pm
 6. Correct formulation e.g. in liquid or tablet form
 7. Medication expiry date
-
- c) Medication must only be administered to one pupil at a time.
 - d) Medication can only be administered in line with the prescription label, or in the instance of medication being non-prescribed the medication must be administered as signed and stated by parents and carers via the parent/carers consent to administer
 - e) medication form
 - f) Record the time the medication was administered
 - g) The staff members will observe that the pupil has consumed their medication to seek confirmation, as reasonably possible, that this has been consumed
 - h) Record the total amount of medication that is left after administration if any
 - i) Sign to confirm that the stated medication was administered and consumed by the pupil

Appendix 1: Administration of Medication in School Process



Similar steps are followed when administering emergency medication depending what circumstances both staff and the pupil are in.

Appendix 2: Parental Consent to Administer Medication form

Parental Consent to Administer Medication

Medication can only be administered to your child in school if the below information is completed with signed consent.



BEA Medication Form



Please use block capitals when completing this form. The information you provide will be computerised and form a live document which is kept up to date. You can request this document any time in order to update it. Once updated, the document will be sent to you to check, sign and return.

Office use
System:
Class:
TA2 Med:

Pupil Name:	
Date of Birth:	
Medical Conditions:	
Allergies:	
My child does not take medication in school (please sign overleaf)	

Please note that the prescription label on any prescribed medication must match the information you provide below. All medication must be within its use-by date in order for us to administer it. Please include any important instructions such as whether the medicine needs to be taken before/with/after food

Medication administered in school

Medication Name	Dosage	Times	Administration Instructions

Emergency Medication

Medication Name	Dosage	Reason for administration and method of administration

Medication administered at home

Medication Name	Dosage	Times administered

Does your child have seizures? Yes: No: If yes, please complete the section overleaf.

Seizures

What type of seizure does your child have and how do they present?

Please detail any warning signs your child displays before a seizure:

What does your child's recovery from the seizure look like? Are they likely to have another seizure soon after?

What action do you usually take in the event of a seizure? In what circumstance would you call an ambulance?

If your child has emergency medication for seizures please detail how and when this is administered:
 (please note the information you provide here should match your child's emergency care plan)

How does your child usually present following the administration of the above emergency medication?

I have provided the school with the most up to date emergency care plan for my child dated:

Doctor Name:	
Doctor Address:	
Doctor Telephone Number:	
Your child's NHS number:	

Emergency Contact Numbers

	Name	Phone number	Relationship to Child
1			
2			

I agree that my child can be administered their medication by a member of staff in an emergency.
 I agree that, in line with the schools medication policy, my child will not keep their medication with them, and that the school will make the necessary storage arrangements.
 I agree that the medical information contained in this form may be shared with individuals involved in my child's care (including emergency services).
 I understand that I must notify the school of any changes to the information provided in this form as soon as possible.

Signed:		Date:	
Print Name:		Relationship to Child:	



Note: Medication must be in the original container as dispensed by the pharmacy. *Prescribed medication can only be administered at the time(s) and dose stated on the prescription label.

Any temporary medication can also only be administered to your child in school if the below information is completed with signed consent.



BEA Temporary Medication Form



This is a temporary medical form valid between the following dates:
___/___/___ and ___/___/___

Office use	
System:	
Class:	
TA2 Med:	

Pupil Name:	
Date of Birth:	
Medical Conditions:	
Allergies:	
Reason for Temporary Medication:	

Please note that the prescription label on any prescribed medication must match the information you provide below. All medication must be within its use-by date in order for us to administer it. Please include any important instructions such as whether the medicine needs to be taken before/with/after food.

Temporary medication to be administered in school			
Medication Name	Dosage	Times	Administration Instructions

Does the above medication cause any side effects for your child?

I agree that my child can be administered their medication by a member of staff.
I agree that, in line with the schools medication policy, my child will not keep their medication with them, and that the school will make the necessary storage arrangements.
I agree that the medical information contained in this form may be shared with individuals involved in my child's care (including emergency services).
I understand that I must notify the school of any changes to the information provided in this form as soon as possible.

Signed:		Date:	
Print Name:		Relationship to Child:	

Note: Medication must be in the original container as dispensed by the pharmacy. *Prescribed medication can only be administered at the time(s) and dose stated on the prescription label. *Over the counter medication can still only be administered as per the information on the provided box and or bottle.

Appendix 3: Signing in and out of medication forms (School and Transport and Reception) alongside administering medication form -

Signing in and out medication within classes –

Boston Endeavour Academy – School Medication Tracker

Any medication received by or returned by school for a pupil must be recorded on this sheet. The staff making the record must ensure that the medication is named, in date, in the correct packaging and in the correct state for administration (e.g. sealed).

PUPIL NAME:		CONTROLLED MEDICATION NEEDS TO BE SIGNED IN, IN RED.					
	DATE	MEDICATION NAME	DOSE	QUANTITY	1 ST SIGNATURE	2 ND SIGNATURE	COMMENTS
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							
RECEIVED							
RETURNED							

Signing in and out of medication with transport providers -

Date:

TCL 5	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 7	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 8	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 9	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 10	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 11	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
TCL 14	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
Acorn A4	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
Spalding Taxis	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
Extra Meds	<u>Pupil</u>	<u>Medication In (AM)</u>	<u>Transport Signature</u>	<u>Staff Signature</u>
	:	:	:	:
Route				
Route				
Route				
Route				

[illegible]