

## MEDICINE ADMINISTRATION AND MEDICAL POLICY

### AIMS

- Ensure that all children in school have access to the National Curriculum and that support and resources are in place to facilitate this.
- Acknowledge and follow the guidance of the Special Educational Needs Code of Practice as far as is appropriate when carrying out its duties towards all pupils with special education needs.
- Ensure that parents are notified of a decision by the school that SEN provision is being made for their child. Partnership with parents plays a key role in enabling children with SEN to achieve their potential.
- Identify individual learning needs early and thoroughly.
- Help staff to become more aware of the range of needs which might arise in their classroom and be responsible for meeting these needs (where appropriate with support from the Special Educational Needs Coordinator (SENCo) and other agencies).
- Use teaching strategies which suit the way individual children learn.
- Encourage every teacher to have responsibility for meeting the learning needs of all pupils in their care and to differentiate the curriculum appropriately.
- Promote the self-worth and self-esteem.
- Have high expectations for all children with additional needs so they may experience success.
- Encourage our pupils to show concern for others and value each person's contribution.

Safa British School is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities.

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

### MANAGING MEDICINES AND SUPPORTING CHILDREN WITH MEDICAL NEEDS

#### Introduction

Our aim is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Some children with medical conditions may be considered to be disabled under the definition set out in the British Equality Act 2010 and the United Arab Emirates Federal Law 2/2014 Concerning Protection of the Rights of Persons with Disabilities in the Emirate of Dubai and Federal Law 29/2006. The school recognises and follows these guidelines to support its inclusive ethos.

- We recognise that children may require on-going support, medicines or care while at school to help them manage their condition and keep themselves well.
- At Safa British School we receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils. We recognise the social and emotional implications associated with medical conditions and will support children and families to achieve the best outcomes possible.

- Some may have special educational needs and Disabilities (SEND) and may have a Personal Learning Plan (PLP) if their medical need impacts on their educational needs. PLPs bring together health and social care needs, as well as their special educational provision.
- The Principle and staff of SBS wish to ensure that children with medication needs receive appropriate care and support in order to play and full and active part in their school life.

### **Roles and Responsibilities**

Doctors have a major role in the use of medicine. Their role includes prescribing, administration, monitoring for side-effects, working in a team and potentially a leadership role in the workplace in relation to medication use and improving patient care. All staff involved in the use of medication have a responsibility to work together to minimize patient harm caused by medication use.

School Doctor treat those who have been referred to school clinic. Specific responsibilities include the following:

- undertaking student consultations and physical examinations
- organising workloads
- performing first aid
- monitoring and administering medication
- assessing and planning treatment requirements
- liaising daily with staff including non-medical management staff and healthcare professionals
- writing reports and maintaining records
- promoting health education
- managing a department
- leading a medical team

The Principal and School Nurse ensures that the school's medical policy is developed and effectively implemented with partners. That school staff are aware of the policy and understand their role in its implementation.

The day to day management of PLPs has been delegated to the school SENCo working in partnership with parents and school nurses. Please refer to the SEND (2016) Policy for more information on the implantation of PLPs.

Where a child requires emotional support, the school Nurse will liaise with the school SENCo to create support strategies for the individual child. Parents will also be involved in this process and external referrals may be needed. The school has an inclusive ethos and will therefore aim to support the needs of the individual student.

The Principal ensures that staff receive training regarding Child Protection. The Principal will liaise with the SENCo and School Nurse to monitor the effectiveness of medical provision. This will help identify any further training/advice needed for staff supporting children with medical conditions. It will ensure sufficient trained numbers of staff are available to implement the policy and will adapt to any new situations to promote best outcomes for children.

### **Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions including diabetes.

- This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year. The School Nurse and Senior Leadership Team is responsible for arranging staff training and ensuring that all relevant staff are made aware of the child's medical condition.
- All children with a medical condition requiring treatment at school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- Any member of school staff may be asked to provide support for pupils with medical conditions, including the administering of medicines e.g. Epi Pens, although this is mostly done by the School Nurse.
- School staff undertaking medical duties will be receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on responsibility to support children with medical needs.
- Staff should not give prescription medicines or undertake healthcare procedures without appropriate training.
- Risk assessments will be carried out for school trips, residential stays and other school activities.
- Where a child is returning to school following a period of hospital education or alternative provision school staff will work closely with parents and other partners to ensure a successful and smooth reintegration.
- The School Nurse takes the lead in writing healthcare and maintaining individual files and plans and will meet with parents and staff to devise and review them, providing training and advice where necessary.

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Please refer to Safa British School Medical Emergency Transfer Plan (2016).

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

This school has clear guidance on providing care and support and administering medication at school.

- All staff understand that children must be taken to the School Nurses/School clinic when possible for them to administer first aid or medication.
- A Safa British School 'administration of medication in school' form must be completed by parents in order for nurses to administer any medications not on the usual standing order. – Medications from home must be labelled with child names and instructions.
- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- All medicines will be stored safely. Children and staff will know where their medicines are kept and must be able to access them immediately. Healthcare plans, medicines and equipment will accompany children on all trips.

- Staff may administer a controlled drug to the child whom it has been prescribed by a doctor. A record will be kept and instructions will be followed.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- When the school is notified that a pupil has a medical condition, SENCo will meet with parents and healthcare professionals. Decisions will be made as quickly as possible regarding transition arrangements, staff training or support and these actions will be kept under review according to the needs of the individual child. All healthcare plans are reviewed annually.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

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

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and

deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- This school 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. This includes out-of-school clubs and team sports.
- This school 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 medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that 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 that 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 penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- Pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

Safa British School will ensure Pupils and family member will be involved in care.

- Pupils are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. They will see the school Nurse if they need to discuss any further medical needs.
- Parents should provide the School Nurse with the most up to date information about their child's medical needs.
- Parents should work in partnership with school professionals to develop and review or update any medical needs their child may have.
- Parents should provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Parents will ensure they adhere to the following school guidelines regarding medical support on admission to the school.

- First aid incidents will be logged electronically on the school Engage system which parents may access and on the DHA monthly first aid report.
- When appropriate parents will be given a 'nurse note' or informed verbally of incident over the phone.

### **Unacceptable practice**

Safa British School follows Department for Education guidelines which state schools must make explicit the following unacceptable practices:

- Preventing children from accessing their medication.
- Assuming every child with the same condition requires the same treatment.
- Ignoring views of the child and parent (although this may be challenged).
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, unless this is specified in the health care plans.
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising children for their attendance record if absences are related to their medical condition e.g. hospital appointments.
- Preventing children from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition effectively.
- Requiring parents to attend school to administer medication or to provide medical support to their child, including with toileting issues.
- Preventing children from participating in any aspect of school life.

### **Complaints Procedure**

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school.
- If for any reason this does not resolve the issue a complaint should be made via the school's complaint procedure. Please request a copy of this from the school office.

This Policy will be reviewed annually.

**Implementation Date: September 2020**

**Review Date: September 2021**

**Reviewed by:** \_\_\_\_\_

**May Ann Angeles, DHA-RN  
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**Approved By:** \_\_\_\_\_

**Zara Harrington  
Principal**