

## Clitheroe Royal Grammar School

### Medical Needs Policy

Staff member responsible: Deputy Headteacher

Governors' Committee: Students and Staffing

Linked policies: Equalities Policy, Health and Safety Policy, Safeguarding (Child Protection) Policy, Accessibility Plan, SEND Policy

This policy has been written in compliance with current government guidelines, most particularly the DfE statutory guidance document, "Supporting pupils with medical conditions" (updated August 2017).

#### General illness

Students at home in the morning who are too unwell to attend should not be sent into school.

In the event of illness during the school day:

- Main School students are to be collected from school by a parent, carer or other responsible adult, once the office has made contact with a parent/carers.
- Sixth Form students will be allowed to go home if they are considered fit enough to travel alone – we will endeavour to contact parents/carers and gain their consent.

#### Parental responsibilities

The school and the Governing Body consider that it is the duty of parents/carers to inform the school of any medical condition which affects their son / daughter, particularly if this condition may require self-administration of medicines or any form of treatment at school.

Parents/carers must provide details of any medicines their son / daughter needs. The school will ask for such details via the registration form.

Any changes in the medical condition of a student must be notified to the school by parents/carers when they occur.

#### Collection of information

It is vital that we have current contact telephone numbers for all parents/carers and emergency contacts.

To ensure that information is accurate, parents/carers will be notified of the annual student data checking exercise for completion by parents/carers on Edulink. This will update the emergency contact numbers and all relevant medical information on SIMS.

In cases where this information is not forthcoming, pastoral staff or the School Office will contact individual parents/carers to request the relevant information.

**It is the responsibility of parents/carers to inform school of any changes to contact information during the school year.**

When the data checking exercise period has been completed, we will ensure that first aid officers, pastoral staff, form tutors and subject teachers are given a list detailing any students with specific medical conditions. This will be done at the start of each new school year and

whenever school is informed of any change to a student's condition. Copies of this list are kept on the Additional Support Register on SharePoint.

## **Health Care Plans**

We recognise that some conditions (eg anaphylaxis, epilepsy, diabetes, haemophilia or any other complex or serious condition which requires the student to undergo monitoring from a medical professional) may require a Health Care Plan. At Main School it is the responsibility of the Student Support manager in conjunction with the Head of Year to oversee that these are drawn up in consultation with parents/carers, health care professionals and the school first aid officer and that they are reviewed annually, or when there is a significant change in the condition. The care plan may be written by support staff after consultation with the appropriate outside agencies, the Head of Year and Student Support Manager for the year group.

At the Sixth Form, parents/carers are invited to provide an up-to-date Health Care Plan if parents / carers feel it is necessary; this is indicated on the Admissions form completed prior to students joining us in Year 12. Parents / carers are given the opportunity to request a meeting to discuss the plan in more detail if required.

Health Care Plans should be completed on the student's admission to the school or at any stage when it becomes necessary, using the Form in **Appendix 3** or the Care Plans sent from the Health Authority. Key teaching staff and first aid officers will have access to a copy of the plan and a copy must be retained in the student's personal school file. **Note:** teachers are not required to undertake a medical role as part of their employment contract but they may volunteer to do so and given training as necessary.

Management of Asthma in school is covered by the separate Clitheroe Royal Grammar School Asthma Policy and supporting documentation.

## **Medicines**

### **Prescription and non-prescription medicines will only be administered at school:**

- when it would be detrimental to the student's health or school attendance not to do so **and**
- where we have parent/carer's written consent (or verbal consent on the phone for paracetamol)

**The only exception to this would be where the medication has been prescribed to the student without the knowledge of the parent/carer. (This would be where a medical professional has judged the student to be competent and reference could be made here to the CRGS Confidentiality Policy.)**

#### **a) Prescribed medicines**

- Medicines should only be taken to school when **essential** and where it would be detrimental to the student's health if it were not administered during the school day
- School staff will only administer medication after a formal request from parents/carers and a completion of the CRGS Consent form for the administration of medication (Appendix 4) has been completed and returned to school.
- Upon administering medication staff will complete the CRGS Record of Medication Administered/Supervised form (Appendix 1)
- The school will not accept medicines that have been taken out of the container as originally dispensed, and they must have the student's name and the expiry date of the medicine clearly visible. The dosage must also be clearly detailed on the container or packaging.

- The school will not make any changes to the dosage described on the label of the dispensed container.
- At an appropriate age the school will support and encourage students to take responsibility for managing their own medicines
- Parents/carers may *request* that a member of the school staff administers medicine to their son / daughter during the school day. Provided that a formal request and a completed CRGS Consent form for the administration of medication (Appendix 4) has been received from the parents/carers, the school will ensure that a member of staff oversees arrangements for the student to take the medication. The first aid staff on each site can be responsible for keeping the medicine in a secure place and administering the medicine to the student.
- It is the responsibility of parents/carers to make sure that medication is replenished in a timely manner. School will only retain one month's supply of controlled medication at any time.
- All emergency medicines (eg asthma inhalers, adrenaline pens) should be readily available and not locked away
- If in doubt about any procedure staff should not administer the medicines but check with the parents/carers or a health professional before taking further action
- If a student refuses to take their prescribed medicine staff must not force the student to do so. A note should be made on the student's record and parents/carers informed as soon as possible.
- Teachers are **not** required to administer medication as part of their employment contract but they may volunteer to do so and will be given training if necessary
- The school has a separate procedure for the management of Controlled Medications and this is detailed as Appendix 2.

#### **b) Non-prescribed medicines**

- Staff should never give a non-prescribed medicine to a student.
- **A student under 16 years of age must never be given any medicine containing aspirin unless specifically prescribed by a doctor.**
- If a student suffers regularly from headaches or pain, school will inform parents/carers and encourage them to refer to the student's GP.
- **Paracetamol may be given to students by a member of the office staff but only after consent is given by the parent over the phone**

#### **First aid, accidents and medical emergencies**

In the event of an accident or other medical emergency, staff should call for a first aid officer immediately via the school offices. The first aid officer will assess the situation and will call an ambulance at once if they have any concerns about the health of the student.

If a student has a serious accident or requires an ambulance, every attempt will be made to contact their parent/carer as soon as possible using the emergency contact numbers provided. If a student needs to be taken to hospital staff will stay with the student until a parent/carer arrives or accompany the student to hospital by ambulance (unless expressly directed not to by the emergency services).

The school will ensure that there is always a first aider on duty and that they can be summoned immediately. All first aiders on each site will be made aware of every Health Care Plan emergency procedure. Training will be provided if necessary for these members of staff.

## **Educational visits**

It is the responsibility of the visit organiser to ensure that if any student on the visit requires prescribed medication, then sufficient is taken for the duration of the trip or period of treatment and that all staff on the visit are made aware of correct procedures, in writing, for administering that medication.

If a student has a Health Care Plan, a copy should be taken on the visit in case of any emergency. Staff on visits should never give students non-prescribed medicines.

For trips outside the UK parents/carers should seek advice from the student's clinician regarding the timing of doses, carriage etc.

## **Unacceptable practice**

School staff should use their discretion and assess each case individually with reference to the student's care plan but it is generally not acceptable to:

- prevent students from easily accessing their inhalers and medication and administering their own medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parent/carer
- ignore medical evidence or opinion (although this may be challenged)
- send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Care Plan
- if the student becomes ill, send them to the School Office or Medical Room, unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences related to their medical condition (eg hospital appointments)
- prevent students from drinking, eating or taking toilet or other breaks when they need to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their son/daughter, including with toileting issues
- prevent students from participating in, or create unnecessary barriers to students participating in, any aspect of school life, where this can be risk assessed and managed safely for all involved
- administer, or ask students to administer, medication in school toilets

## **Liability and indemnity**

The Governors will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## **Complaints**

Parents/carers with a complaint about their son/daughter's medical condition and its management in school should discuss this directly with the Headteacher/Deputy Headteacher in the first instance. If the Headteacher/Deputy Headteacher cannot resolve the matter they will direct parents/carers to the school's Complaints Procedure.

## **Additional resources**

Further guidance can be found here for reference: [Supporting students with medical conditions: links to useful resources](#)

## **Monitoring and Review**

This successful operation of this policy will be regularly monitored by senior leaders and first aiders and will be formally reviewed by the Governing Body.

## **Links with other policies**

This policy links closely with:

- CRGS Asthma Policy
- Child Protection (Safeguarding) Policy
- Confidentiality Policy
- Procedures for the management of controlled medication in school
- Accessibility Plan
- Equality Policy and Objectives
- Health and Safety Policy
- Special Educational Needs and Disability (SEND) Policy

|                                |              |
|--------------------------------|--------------|
| Date of last review:           | January 2025 |
| Date of approval by Governors: | January 2025 |
| Date of next review:           | January 2027 |

## Clitheroe Royal Grammar School

## School record of medication administered/supervised

|  |        |   |           |  |        |
|--|--------|---|-----------|--|--------|
| Student name   |        | Student form                              |           | This form covers week commencing                                   |        |
| Student dob  |        | Name of medication                        |           | Strength of medication   |        |
| Dosage of medication   |        | Frequency of administration / supervision |           | Arrangements for administration / supervision                      |        |
| Date medication last received from parent/carer  |        |   |           | Date when further medication will be required from parent / carer  |        |
| Is an end date known for the administration / supervision of this medication?<br>(If so, when) |        |   |           | Has the expiry date of any held medication been checked this term? |        |
|  | Monday | Tuesday                                   | Wednesday | Thursday   | Friday |
| Time given   |        |   |           |  |        |
| Dose given   |        |   |           |  |        |
| Any other relevant information   |        |   |           |  |        |
| Wastage notes (if applicable)  |        |   |           |  |        |
| Parent/carer contact required? (Y/N)   |        |   |           |  |        |
| Staff signature  |        |   |           |  |        |
| Date   |        |   |           |  |        |

## Clitheroe Royal Grammar School

### Procedure for the management of controlled medications on school premises

January 2023

This procedure has been written using best practice guidance from local authorities, the Department for Education and the NHS. It incorporates reference to the latest DfE statutory guidance document in this area, "Supporting pupils with medical conditions" (Updated August 2017) which underpins the current CRGS Medical Needs Policy.

#### General principles

- School staff should treat all medical information as confidential and it will only be shared as is necessary to maintain the safety and wellbeing of students.
- On a student's admission to school parents/carers are asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital consultants, allergies, special dietary requirements and any other relevant medical or health information. This information should be reviewed annually.
- Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible, for example: asthma preventer inhalers, anticonvulsant medication and antibiotics.
- The school has arrangements including clear procedures for the safe receipt, storage, administration and disposal of medications.
- There is adequate access to and privacy for the use of medication.
- If staff have any concerns relating to the administration of a medication, staff will not administer the medication but will check with parents/carers and/or a healthcare professional.
- The names and contact details of the school nurse are known to all relevant staff in school.

#### Administration of controlled medications on school premises

- Where the school has received a **written request** from parents/carers or the student's consultant to supervise or administer medication during the school day, the Deputy Headteacher or Headteacher will consider whether this is appropriate and possible.
- Where this is judged to be appropriate and possible, this written request is kept in the student's medical file for reference. Parents/carers will then be issued with a Medication Parental Consent form and this must be returned to school before the medication can be received by the school.
- Staff who supervise/administer any medication on school premises will have received an appropriate level of training. It should be noted that this will be for the general management of medicines in schools and is not specific to the nature of different types of specialist medication. Where specialist training is required, the school will facilitate this in liaison with the school nurse/specialist health team who are supporting a student.
- School will only agree to administer/supervise prescribed medication and this will be once approved by the Deputy Headteacher/Headteacher and with a written request, as detailed above.

#### Providing the school with approved controlled medication for supervision/administration

Controlled and prescribed medication must be brought into school by the parent/carer and handed over to a key named member of staff. It is the parents/carers responsibility to provide the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- The student's name
- Name of medication
- Strength of medication
- Dosage to be given
- When it should be given
- Length of treatment/stop date, where appropriate
- Any other instructions
- Expiry date (must have been dispensed within the last 6 months)
- Any liquid medications must be accompanied by a 5ml medicine spoon or oral syringe

Please note that the label "to be taken as directed" does not provide sufficient information. Precise instructions must be supplied.

If the medication and/or dosage is changed or ended at a later date by the supervising physician, the school must be notified by the parent/carer immediately.

It is the responsibility of parents/carers to make sure that medication is replenished in a timely manner. School will only retain one month's supply of controlled medication at any time.

School will work in partnership with parents/carers to ensure that the medication is still fit-to-use and any equipment/devices are in good working order. A designated member of staff on each site will check the medication at least once a term, to ensure that it is within usable dates.

Any medication which has expired will be passed to parents/carers for secure return to a pharmacy.

#### Self-management of medication

The age at which students are ready to take care of and be responsible for their own medications varies. Students in school are supported to take responsibility for their own health and wellbeing.

With the exception of emergency medication (eg buccal Midazolam), controlled drugs will be kept in lockable, non-portable facilities.

A student taking a non-emergency controlled drug will do so under adult supervision. Any access to this medication in school will be supervised by an appropriate adult.

#### Secure storage of controlled medication

Only named staff have access to the secure storage facility for controlled drugs. On each site this is the designated Main Office First Aiders and members of the senior leadership team.

#### Supporting administration

Necessary and relevant paperwork for each student will be held in their medical file. This is stored in the medical room. The student medical file includes the written consent for administration/supervision, parental consent form, any other relevant paperwork and the medical administration records. It also contains a photograph of the student for identification purposes. The administration records are personalised to the individual student and are based on an exemplar from the Department for Education.

Before supervising the administration of a controlled medication the member of staff will check:

- That they can confirm the student's identity
- That written request for this process is in place
- That the medication name/strength/dosage match those detailed in the file
- That the name on the medication box matches the name of the student it is being issued to



- That the medication is within date
- That the student has not already been given the medication that day, in school

If the member of staff has any doubts about any aspect of the above they will not supervise the administration of the medication but will instead consult the parent/carer in the first instance.

Immediately after supervising the administration of the medication the member of staff will complete the administration records and sign these.

Reasons for any non-administration/supervision will also be noted in the file and parents/carers will be notified of any “wasted” doses (such as a tablet dropped on the floor.)

If a student refuses to take their medication they will not be forced to do so. Refusal will be documented and parents/carers will be informed as soon as possible.

If a refusal could result, or results in an emergency, the school’s emergency medical procedures will be followed.

#### Out of school activities/extended school day

Any controlled medication required during a school visit or out-of-school activity will be held securely by the supervising member of staff.

The visit leader will discuss the management of this medication with the Deputy Headteacher/Headteacher prior to the visit and a procedure will be agreed. Parents/carers will be informed of this agreed procedure. This is done on a case-by-case basis as every situation, student and visit is different.

**All members of staff involved in the visit** will be made aware of the student’s medical needs and medication and what to do if an emergency were to arise.

For trips outside the UK parents/carers should seek advice from the student’s clinician regarding the timing of doses, carriage etc.

Specific information about the carriage of controlled medication can be obtained from the Home Office and the Embassy of the country to be visited. The airline may also need to be consulted about their specific requirements.

**CRGS Health Care Plan (HCP)**



**Student Name:**

**Form Group:**

**Current Date:**

**Medical Diagnosis or Condition:**

STUDENT PHOTO  
to be inserted here

**Describe the condition and give details of the student’s individual symptoms:**

**Describe what constitutes an emergency for the student, or when school should take additional action to support the student:**

**Follow up care after an emergency:**

**Specific arrangements for school visits or trips:**

**Medication required (e.g. any medication that is required in an emergency such as epi-pen, glucose tablets, inhaler)**

**Medication carried by student?** YES/NO

**Additional medication supplied to school?** YES/NO

*Note: It is the responsibility of parents/guardians to supply appropriate medication*

**School staff will only administer medication after ‘(Appendix 4) Consent Form for the Administration of Medication’ has been completed and returned to school. A copy is attached for you to complete, if required.**

**Consent Form (Appendix 4) completed and attached to this plan?** YES / NO

If you would like a meeting with a member of staff to discuss more detailed aspects of your young person's health care (such as daily care requirements, support for social and emotional needs, or specific issues e.g. when exercising, eating or leaving the site) please indicate here

Further meeting requested? YES / NO

**Emergency Contact information**

|  |  |
|--|--|
| <p><b>Family contact 1</b></p> <p>Name:</p> <p>Relationship:</p> <p>Tel No (mobile):</p> <p>(home):</p> <p>(work):</p> | <p><b>Family contact 2</b></p> <p>Name:</p> <p>Relationship:</p> <p>Tel No (mobile):</p> <p>(home):</p> <p>(work):</p> |
| <p><b>Clinic/hospital contact</b></p> <p>Name:</p> <p>Tel No:</p>  | <p><b>GP</b></p> <p>Name:</p> <p>Tel No:</p>   |

I declare that the information given here is correct, and that I will inform the school immediately if there is any change in daughter's condition or treatment.

Parent/Carer signature:

Parent/Carer full name (please print):

Today's date:

For Sixth Form use only: PLEASE HAND IN YOUR COMPLETED HEALTHCARE PLAN AT SIXTH FORM RECEPTION WITHOUT DELAY. Alternatively, you can email it to [sixthform@crgs.org.uk](mailto:sixthform@crgs.org.uk) marked 'Confidential: for the attention of Miss E Nash (Sixth Form Secretary)' or return it by post to Miss Nash at CRGS Sixth Form, York Street, Clitheroe BB7 2DJ

|  |                    |
|--|--------------------|
| <b>FOR OFFICE USE ONLY – To be completed by Sixth Form Secretary</b>                                     |                    |
| Completed HCP received   | Date: _____        |
| Completed HCP copied to:   |                    |
| <input type="checkbox"/> Student Support Manager Y12/Y13   | Date: _____        |
| <input type="checkbox"/> Visits Co-ordinator   | Date: _____        |
| <input type="checkbox"/> Central medical folder ('red grab file') in Reception                           | Date: _____        |
| ST notified by email that a further meeting has been requested? Yes / Not applicable Date emailed: _____ |                    |
| <b>This HCP will be due for review on</b>  | <b>Date:</b> _____ |

## Clitheroe Royal Grammar School

## Consent Form for the Administration of Medication

|   |  |
|---|--|
| <b>Student's full name</b>  |  |
| <b>Student's date of birth</b>  |  |
| <b>Current form group</b>   |  |
| Known medical conditions  |  |
| Named GP and contact telephone number   |  |
| Specialist clinician or medical practitioner linked to the issuing of this medication (if applicable)       |  |
| Does the student have Special Educational Needs or a disability?  |  |
| Has a written request for administration been sent to school?<br>Please state who from and when             |  |
| Name of medication  |  |
| Condition/purpose linked to this medication   |  |
| Is this a controlled medication? If so, procedure for controlled medications will now be actioned by school |  |
| Dosage to be given  |  |
| When dosage should be given   |  |
| Is the medication to be supervised and/or administered?   |  |
| How is the medication administered? (For example: orally)   |  |

|  |  |
|--|--|
| Storage details  |  |
| Arrangements for replenishment established with parents/carers   |  |
| Parents/carers aware of how the medication must arrive in school |  |
| Any other instructions or relevant medication                    |  |

**Please read the statement below carefully and then sign and date:**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff who are supervising/administering the medication in line with the CRGS Medical Needs policy.

I will inform the school immediately, in writing, if there were to be any changes in my son/daughter's condition, the dosage or the frequency of the medication. I would also inform school if the medication was stopped by a clinician.

**Parent/carer full name:** \_\_\_\_\_

**Parent/carer signature:** \_\_\_\_\_

**Today's date:** \_\_\_\_\_

If more than one medication is required a separate form must be completed for each.

|   |  |
|---|--|
| OFFICE USE ONLY   |  |
| Action By whom and date   |  |
| All sections of this form completed and checked                             |  |
| Written request for administration/supervision also received                |  |
| Controlled drugs: inform DHT/HT for approval                                |  |
| Medical file opened in Main Office, with appropriate paperwork & photograph |  |
| Appropriate staff informed (e.g. SENDCO / SSM / ST / HoY / FT / SLT)        |  |
| ASR updated   |  |
| Educational Visits Co-ordinator (EVC) alerted if forthcoming visit          |  |
| SIMS updated as required  |  |
| Is school nurse involvement required?                                       |  |
| Medication received in school as per requirements of procedures             |  |