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**Medical Conditions and Medication Policy**

**Original: June 2023**

**Updated: September 2024**

**Reviewed Annually**

**Introduction**

Children with medical needs have the same rights of admission to our school as other children. Most children will have short-term medical needs at some point, whilst others may require medication on a long-term basis.

**Responsibilities**

Tree of Life Educational and Holistic Services CIC has overall responsibility for the implementation of the Administering Medication Policy and procedures. The provision has overall responsibility of ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

**Person responsible for day to day implementation of the policy**

•The Head of Holistic Services Catherine Widdrington is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant school procedures e.g. asthma, allergy and anaphylaxis.

• The designated person is responsible for communicating and ensuring that appropriate training is undertaken by staff members administering medication and that a sufficient number of staff are suitably trained in administering medication.

• The designated person is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.

• The designated person is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.

• The designated person will designate members of staff to be responsible for overseeing the administering of specific medicines in which bespoke training is required e.g. insulin injections, tube feeding, medicine for epilepsy. This may be delegated to trained members of staff as appropriate to the age of child.

• The Headteacher will ensure that all relevant staff will be made aware of a pupil’s medical condition.

• The designated person is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

**Staff Responsibilities**

• Staff, including teachers, support staff and volunteers, are responsible for reading, understanding and following the policy and the relevant school procedures. It is all staff’s responsibilities to ensure pupils follow relevant school procedures.

• Staff should know which pupils they come into contact with have a medical condition/allergy e.g. asthma, diabetes.

• It is both staff members’ and pupils’ responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with the first aiders or other members of staff.

• Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

**Parent/Carers Responsibilities**

• Parents/carers are expected to keep the school informed about any changes to their child/children’s health.

• Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

**Training of Staff**

• Teachers and support staff will receive the Administering Medication Policy and supporting procedural documents as part of their new starter induction.

• Teachers and support staff will receive regular and ongoing training as part of their development including first aid, inhalers, EpiPen’s.

• Designated staff will be given specialist training where a child needs specific medication/or use of emergency equipment (e.g. use of defibrillator, medication for epilepsy or diabetes, feeding tube, Hickman Line).

• Only suitably qualified staff will administer a controlled drug.

• Individual schools will seek advice from any relevant healthcare professionals as deemed necessary.

**Medication**

• No pupil under the age of 16 will be given medicines without parental consent. This may be written or verbal consent.

• Needles and sharp objects will always be disposed of in a safe way, such as using ‘sharp boxes’.

• Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. The time frames on the packaging should not be exceeded without a prescription from a medical practitioner.

• A parental agreement for schools to administer over the counter medicine will be completed by staff and parents. This will include timing and duration of dosages at school and at home, amount of dosage, as well as a completion dates. This form will need to be signed daily by school and home in order for school to administer the medication. It will need to be collected from the office by parent/carers at the end of each day along with the medication.

• Written records will be kept for any medication administered to pupils.

• Pupils will never be prevented from accessing their medication when taken following the direction of the medical practitioner.

• Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

• Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.

**Children and staff’s individual health care plans**

These arrangements will be reflected in their individual healthcare plan (IHCP).

• If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

• Tree of Life Educational and Holistic Services CIC cannot be held responsible for side effects which occur when medication is taken correctly.

• Where a pupil’s medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

**Individual Healthcare Plans**

• For chronic or long-term conditions and disabilities, an IHCP will be developed in liaison with the pupil, parents/carers, headteachers teachers and medical professionals.

• Headteachers will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by Catherine Widdrington.