



Medication Policy
Policy for Alternative Provision Providers used
by County Durham Schools

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Medical Conditions and Medication Policy

Introduction

Education Plus understands the key role it plays alongside schools and parents/careers in sharing and understanding the needs of students with medical conditions.

Definition

Students with medical conditions may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities while they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support.

The aims of this policy

As an inclusive provider of education, care, and support we embrace our responsibilities and endeavour to ensure medical conditions are not a barrier to inclusion and education for the students who attend Education Plus.

Education Plus will:

- support students with medical conditions, so that they have full access to education
- ensure that staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- respond sensitively, discreetly, and quickly to situations where a child with a medical condition requires support
- maintain, monitor and review appropriate records

Legal Framework

Education Plus NE Ltd have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.

In the case of pupils with special medical needs, the responsibility of the education provider is to make sure that safety measures cover the needs of all pupils. This may mean making special arrangements for pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

The Children and Families Act 2014 places a duty on education providers to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to learning as other children and cannot be refused admission or excluded from school on medical grounds alone.

However, tutors and other staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved.

The prime responsibility for a child's health lies with the parent/carer, who is responsible for the child's medication and must supply the school in the first instance with all relevant information needed in order for proficient care to be given to the child. The school will be responsible for ensuring that the child brings all medication required with them during visits to Education Plus NE Ltd.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- prevent children from accessing their medication
- assume every child with the same condition requires the same treatment
- ignore the views of the child or their parents/carers; ignore medical advice
- prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Health Care plan
- penalise children for their attendance record where this is related to a medical condition
- prevent children from eating, drinking, or taking toilet breaks where this is part of effective management of their condition
- require parents to administer medicine where this interrupts their working day

External Expectations

Parents/carers will inform school of any medical condition which affects their child.

Parents/carers will supply school with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy on the container.

Parents/carers will ensure that medicines to be given in school are in date and clearly labelled.

Parents/ carers will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.

Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management, and implications for the school life of that individual.

Schools and parents will provide up to date medical consent forms, medication administration form, ensure medication is in date and appropriate to the young person's condition.

Medication will be delivered to Education Plus by secure means and will be signed over to a member of staff onsite who holds the safe handling of medication qualification.

Education Plus will store all medication in line with current guidance in a secure controlled drug cupboard –located in secure office onsite.

Education Plus NE Ltd will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Health Care plan (for example, an inhaler)

In an emergency

In a medical emergency, staff have been appropriately trained to administer emergency first aid if necessary. If possible, the onsite first aider will be asked to attend.

If an ambulance needs to be called, staff will:

- outline the full condition and how it occurred.
- give details regarding the child's date of birth, address, parents' names, and any known medical conditions. Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose.
- parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit written permission to their main school, before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the policy.

Essential medicines will be administered on educational visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine will not be made to do so, and parents will be informed about the

dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the site office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in a fridge. Some medicines (inhalers, etc.) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the site office. Access to these medicines is restricted to the named persons.

Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Complaints

Should parents be unhappy with any aspect of their child's care whilst at Education Plus NE Ltd, they are advised to contact a Director and or request a copy of the complaints policy.