



## Odyssey House School

# Supporting Pupils with Medical Conditions Policy Including, Administration of Medication Policy

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Senior Leadership Team will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on Proprietor and the SLT to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

## 3. Roles and responsibilities

### 3.1 The Proprietor

The proprietor has ultimate responsibility to make arrangements to support pupils with medical conditions. The proprietor will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The Head of Education

The Head of Education will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to administer any required medical needs, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents**

Parents are required to provide the school with sufficient and up-to-date information about their child's medical needs

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

## **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **5. Administration of Medicine**

Medication will only be received in school if it has been prescribed by a doctor or on the written request of a parent.

Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered in its original container and handed directly to the receptionist.

Where the student travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the student.

Each item of medication must be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication which are in unlabelled containers.

Unless otherwise indicated, all medication to be administered in school will be kept in a locked medical cabinet.

On request, the school will provide parents/carers with details of when medication has been administered to their child.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication. Parents are responsible for ensuring emergency medication stored in school is in date. The Health and Safety Co-ordinator will regularly monitor that stored medication is in date and take relevant action as appropriate.

Staff who assist in the administration of medication will receive appropriate training/guidance.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

## **6. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999).

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

## **7. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **8. Record keeping**

The SLT will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

## **9. Liability and indemnity**

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

## **10. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Head of Education in the first instance. If the Head of Education cannot resolve the matter, they will direct parents to the school's complaints procedure.



**Odyssey House School  
Medication Consent Form and Record**

Short-term Medications	
Child's Full Name	
Name of Medication	
Dosage and times to be administered	
Nature of illness / diagnosis	
Duration medication should be administered	
Expiry Date	

Long-term Medications	
Name of Medication	
Dosage and times to be administered / signs and symptoms to observe	
Nature of illness / diagnosis	
Duration medication should be administered	
Expiry Date	

Parent / Carer Full Name	
Parent / Carer Signature	
Date	



**Additional Parent/Carer's Declaration**

**My child knows when they need to take their medication : YES / NO (**  
cross out as appropriate)

Parent / Carer Full Name	
Parent / Carer Signature	
Date	

**NOTE : Parents are responsible for bringing/collecting medication from the school.**

**Odyssey House School**  
**Administration of on-site School Medicine**

*Keep this form with the medication, and then once signed-off by the Class Teacher after the final dose, file in the medical consent forms file.*

**Medication:**

**Starting Level in Millilitres:**

**Recommended Dose:**

**Expiry date:**

To prevent overdosage, Parents/Carers must be contacted asap to inform them of medication administered at school.

<b>Date</b>	<b>Student's Name</b>	<b>Dosage Given ML</b>	<b>Level After Dose</b>	<b>Administrator of Medicine</b>	<b>Signature</b>	<b>Witness</b>