The Dartmoor Federation comprises:

- **Boasley Cross Primary School**
- **Bridestowe Primary School**
- **Exbourne Church of England Primary School**
- **Lydford Primary School**
- **Northlew & Ashbury Parochial Church of England Primary**
- **Okehampton College**

Lydford Primary

Okehampton College

POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

This policy was adopted by the Dartmoor Federation Governing Board on 19th January 2017

Dartmoor Federation Primary Schools:

- Boasley Cross Primary
- Bridestowe Primary
- Exbourne C of E Primary
- Lydford Primary
- Northlew & Ashbury Parochial C of E Primary

1. The staff of the Dartmoor Federation wish to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions should have full access to education including outdoor education, off-site visits and PE. The governing body will ensure that staff are supported trained and competent before they take on the responsibility of supporting pupils with medical conditions. These underlying policy aims are reflected in the equivalent policy for the Dartmoor Federation Primary schools.

2. The Federation's insurance will cover liability relating to the administration of medication.

3. The Head of School, the SENCO, and Health and Safety Co-ordinator are responsible for ensuring the following:

(i) Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when pupils' needs change, arrangements for staff training or support):

- contact School Nurse Service to arrange IHCP Meeting with parents/guardians and relevant College staff and health professionals

- where necessary, agree IHCP and disseminate to relevant College staff via Staff briefings and SIMs
- arrange additional training for staff who come into contact with pupil subject to IHCP
- review curriculum activities risk assessment of relevant faculties *if required* in respect of IHCP
- monitor IHCP termly and communicate with parents regarding any changes in conditions identified in IHCP
- adjust IHCP if required to meet additional or reducing support requirements

(ii) Procedures to be followed in respect of home-to-school transport:

- on application, and where applicable, advise parents/guardians to apply to DCC Transport Co-ordination Service for a place on a school bus
- liaison with DCC Transport Co-ordination Service about pupil IHCP and support required on journeys to and from school
- monitor and review as highlighted above

4. The above procedures will be monitored and reviewed by the Heads of School.

5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between the Heads of School, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

a) The pupil's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
b) Specific support for the pupil's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
d) Cover arrangements and who in the school needs to be aware of the pupil's condition and the support required including supply staff
e) Arrangements for written permission from parents for medication
f) Arrangements or procedures for off-site visits or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
g) The designated individuals to be entrusted with the above information
h) Procedures in the event of the pupil refusing to take medicine or carry out a necessary procedure

6. The Heads of School will have the final decision on whether an Individual Health Care Plan is required.

THE ADMINISTRATION OF MEDICINE

7. The Executive Principal/Heads of School will accept responsibility in principle for members of school staff giving or supervising a pupil taking medication during the day, where those members of staff have volunteered to do so.

8. Any parent/carer requesting the administration of medication will be given a copy of this policy.

    - Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. However, it is recognised that in certain circumstances this is not always practicable and parents may make a request for medication to be administered to the pupil by school staff
    - Prescribed medication will be accepted and administered in the establishment
    - Non-prescription medication will only be accepted and administered in the following circumstances: when a young person has regular headaches, menstrual pain or toothache or on residential visits where it may not be practicable to have medication prescribed
    - Pupils will never be given medicine containing aspirin unless it is prescribed by a doctor
    - The Heads of School will have the final say as to whether medication will be administered or not.

9. Prior written parental consent is required before any medication can be administered.

10. Only reasonable quantities of medication will be accepted (no more than one week's supply).

11. Each item of medication should be delivered in its original and, where relevant, dispensed container and handed directly to the Head of School or School Administrator. The school will not accept items of medication which are in unlabelled containers or not in their original container.

12. Each item of medication should be clearly labelled with the following information:

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

13. Unless otherwise indicated or required, all medication to be administered in the school will be locked in the following locations:
    - Boasley Cross School Office

- Bridestowe First Aid room
- Exbourne C of E School Office
- Lydford Kitchen
- Northlew & Ashbury School Office

14. However, where required medications will be refrigerated in a secure location away from pupil access. Also, medicines such as asthma inhalers, adrenalin pens and blood testing meters should be readily available to the pupil and will not be locked away. In particular, it is essential that pupils with asthma have immediate access to their reliever inhalers whenever they need them. If the parents wish the pupils to carry their inhaler, this should be identified in the parents'/carers' written request. If the pupil is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place and clearly marked with the pupil's name. Most pupils with asthma will have an Individual Health Care Plan where these details are clarified.

15. 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 a pupil's need for medication.

16. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the School's Nurse Service.

17. The Dartmoor Federation will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.

Grievance Procedure

18. Any grievance parents/carers may wish to raise in respect of this Policy or the conduct of Federation staff responsible for undertaking the duties highlighted within it will be dealt with appropriately using the Dartmoor Federation Grievance Procedure. A copy of this procedure is available on the website.

Appendix One

PARENTAL AGREEMENT TO ADMINISTER PRESCRIPTION/ NON-PRESCRIPTION MEDICINE

Dartmoor Federation Primary Schools:

- Boasley Cross Primary
- Bridestowe Primary
- Exbourne C of E Primary
  Lydford Primary
  Northlew & Ashbury Parochial C of E Primary

Notes to Parent / Guardians

Note 1: This school will only give your pupil medicine after you have completed and signed this form.
Note 2: All medicines must be in the original container as dispensed by the pharmacy, with the pupil's name, its contents, the dosage and the prescribing doctor's name
Note 3: The information is requested, in confidence, to ensure that the school is fully aware of the medical needs of your pupil.
Note 4: Non-prescription medicine must be in the original packaging with the advice sheet.

Prescribed/Non-Prescribed Medication

Date	
Pupil's name	
Date of birth	
Group/class/form	
Reason for medication	

Name / type of medicine (as described on the container)	
Expiry date of medication	
How much to give (i.e. dose to be given)	
Time(s) for medication to be given	
Special precautions /other instructions (e.g. to be taken with/before/after food)	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	

I understand that I must deliver the medicine personally to the Head of School or School Administrator	
Number of tablets/quantity to be given	
Time limit – please specify how long your pupil needs to be taking the medication	_____day/s _____week/s
I give permission for my son/daughter to be administered the emergency inhaler held by the school in the event of an emergency	Yes / No/ Not applicable
I give permission for my son/daughter to carry their own asthma inhalers	Yes / No / Not applicable
I give permission for my son/daughter to carry their own asthma inhaler and manage its use	Yes / No / Not applicable
I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the Federation and medical staff	Yes / No / Not applicable

Details of Person Completing the Form:

Name of parent/guardian	
Relationship to pupil	
Daytime telephone number	
Alternative contact details in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by [named member of staff]	

I confirm that I give my permission for Federation staff to administer the medicine to my son/daughter during the time he/she is at the Dartmoor Federation.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature _____ Date _____
(Parent/Guardian/person with parental responsibility)

Appendix Two

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL YOUNG PERSON

Name of Establishment .....

Name of Young Person	
Date of Birth	
Tutor/ Class / group	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Dose and frequency of medicine	
Expiry date	
Quantity returned	

Staff signature _____ Initials _____

Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/ problems