

**Supporting Pupils with Medical conditions including administering Medication and First Aid.**



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**Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This policy is applicable to all Elysian sites.**

### **Policy Rationale**

In line with Section 100 of the Children and Families Act 2014, we are committed to ensuring that all learners with medical conditions, in terms of both physical and mental health, are properly supported at Elysian Animal Assisted Interventions Ltd so that they can play a full and active role in provision life, remain healthy and achieve as much as they can in their social understanding, emotional wellbeing, communication, independence and functional academic progress.

No learner with a medical condition will be denied admission or prevented from taking up a place in our provision because reasonable adjustments for their medical condition have not been made.

We will ensure that learner's health is not put at unnecessary risk from, for example, infectious diseases; therefore, we will not accept a learner at times where it would be detrimental to the health of that learner or others to do so.

This policy will be reviewed regularly, and it is readily accessible to all members of the Elysian community on our website. A hard copy can be obtained from the school office.

### **Policy implementation**

The named person, who has overall responsibility for policy implementation, is the Head of provision on each site (see below for their responsibilities).

### **Procedure to be followed when notification is received that a learner has a medical condition**

When our school is notified that a learner has a medical condition we will:

- make arrangements for any staff training or support
- for new learners joining the school, ensure arrangements are in place before the start of the term where reasonable to do so
- make every effort to ensure that arrangements are put in place as soon as possible
- not wait for a formal diagnosis before providing support to learners

### **Individual Healthcare Plans**

We will send home a learner medical information form as part of the Welcome Pack when a learner joins Elysian. The form is also available on the school website for parents/carers to advise Elysian of any changes to their child's medical information.

Any parent/carer reporting that their young person has an ongoing medical condition such as asthma, epilepsy, diabetes, or a more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). If there is any doubt as to whether an IHP is required, the school will refer to the flowchart provided in the Supporting Pupils with Medical Conditions at school – GOV.UK guidance.

The IHP will be drawn up in partnership between parents, Elysian, and healthcare professionals as relevant. It is a legal requirement that this is updated annually. At Elysian we will ensure that plans are reviewed at least annually or earlier if evidence is presented that the learner's needs have changed. We will assess and manage risks to the learner's education, health, and social wellbeing, and minimise disruption.

## **Our IHP (see appendix 2) requires information about:**

- the medical condition, its triggers, signs, symptoms, and treatments
- the learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements, and environmental issues such as crowded corridors, and moving around the farm
- specific support for the learner's educational, social, and emotional needs
- the level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring) and who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who at Elysian needs to be aware of the learner's condition and the support required
- arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the learner during hours attended
- arrangements or procedures required for trips that will ensure the learner can participate
- what to do in an emergency, including who to contact, and contingency arrangements. Some learners may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## **Roles and responsibilities**

At Elysian, those people involved in collaborative working arrangements to support learners with medical conditions include the following:

### **The Advisory Board**

Responsible for:

- Ensuring that a policy for supporting medical conditions at Elysian is developed and implemented in order that learners with medical conditions are supported to enable the fullest participation possible in all aspects of the provision
- Ensuring that roles and responsibilities of all those involved in the arrangements are clearly identified
- Ensuring that the arrangements give confidence to parents/carers in Elysian's ability to provide effective support for medical conditions
- Ensuring sufficient staff have received suitable training, have access to information and support materials and are competent to take on responsibility to support learners with medical conditions.

### **The Heads of Education and Learning and Director**

Responsible for:

- The day-to-day implementation and management of the Supporting Learners with Medical Conditions Policy and medication administration procedures at Elysian. Ensuring the policy is developed effectively with partner agencies.
- Making parents/carers aware of this policy. Agreeing the support that Elysian can provide
- Liaising with healthcare professionals regarding the training required for staff

- Ensuring all staff are aware of the policy, making staff who need to know aware of a learner's medical condition
- Ensuring designated senior leaders have responsibility for children with medical conditions and that appropriate Individual Healthcare Plans (IHPs) are developed and monitored. Ensuring that risk assessments have been completed for off site visits
- Ensuring trained members of staff are available to implement the policy and deliver individual health care plans in normal, contingency and emergency situations
- Consider how a learner reintegrates after a period of absence due to health

### **Parent/Carers**

Responsible for:

- Making sure their young person is well enough to attend Elysian and participate as fully as possible. The young person should stay at home if they are acutely unwell, or are showing symptoms of and/or have a diagnosis of a contagious/infectious illness. Parents/carers should be always contactable whilst their young person is at Elysian and that Elysian holds up to date contact details for them and any other contacts, in order that they can be contacted to collect their young person urgently if they become unwell on site
- Providing Elysian with sufficient and up-to-date information about their young person's medical needs. This may involve notifying Elysian of a new medical need or informing Elysian of any changes to their young person's medical needs/health
- Providing Elysian with details of any special religious and/or cultural beliefs, which may affect any medical care that the child needs, particularly in the event of an emergency
- Completing a medicine administration request form to give consent for staff at Elysian to administer medicine before bringing it
- Where necessary being involved in the development and review of an individual health care plan
- Carrying out any action they have agreed to as part of the individual health care plan implementation e.g., providing medications and equipment, and ensuring they or another nominated adult are contactable at all times.

### **Elysian Staff**

Responsible for:

- Taking appropriate steps to support with medical conditions
- Where necessary, making reasonable adjustments to include learners with medical conditions into lessons
- Administering medication in line with the processes in place at Elysian if they have agreed to undertake that responsibility. Typically, at Elysian key staff would take on this responsibility, but staff have the right to decline to administer medicines
- Undertaking training to achieve the necessary competency for supporting learners with medical conditions if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a young person with a medical condition needs help.

### **Other Healthcare professionals**

Responsible for:

- Notifying the Senior Leadership Team when a learner has been identified as having a medical condition that will require support. If necessary, providing advice on developing individual health care plans
- Specialist local health teams may also provide support for learners with conditions such as asthma and epilepsy

### **Local Authority**

Responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting learners with medical conditions
- Providing support, advice, and guidance to enable individual health care plans to be delivered effectively and to enable learners with medical conditions to attend full-time
- Making alternative arrangements for the education of pupils who need to be out of provision for fifteen days or more due to a medical condition

### **Staff training and support**

Staff are supported in carrying out their role to support learners with medical conditions through appropriate training and access to advice. Training needs are assessed regularly and training will be accessed through the Senior Leadership Team or an alternative provider as necessary and appropriate.

Any member of staff providing support to a learner with medical needs will have received suitable training. The staff member will be familiar with the learner to whom they are administering medication.

Elysian will provide whole staff awareness training as necessary for certain medical conditions.

Supporting learners with medical conditions will form part of the staff training programme at regular intervals.

Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate instruction or training.

Regular training is undertaken by nominated first aiders.

Staffing for children needing medical support or emergency medication needs to be reviewed continually by the SLT and, in the case of staff absence reported to SLT so that suitable cover arrangements can be made.

### **The learner's role in managing their own medical needs**

Where learners are deemed competent to manage their own health needs and medicines by their parents/carers and medical professionals, they will be supported to do this. We see this as a key step towards preparing learners for the next stage of their education. If this is the case, it will be included in the IHP.

Staff will encourage learners to take medicine or carry out a necessary procedure, understanding that for many they could be anxious and may lack understanding about their medical condition. However, if a learner refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents/carers should be informed in such an instance so that alternative options can be considered. Given the complexity of our learners and their

understanding about their wellbeing, staff can be creative and persistent in their attempts to support a learner to take their medication in consultation with parents and professionals.

### **Managing medicines on school premises**

For detailed procedures on managing and administration medication at Elysian please see Appendix 1. The overriding principles for managing medicines at Elysian are as follows:

- Medicines will only be administered when it would be detrimental to a learner's health or attendance not to do so. One circumstance where it is detrimental to a child's health is where parents/carers are struggling to administer medication effectively at home prior to school.
- No child will be given prescription medicines without their parent/carer's written consent
- We will never give medicine containing aspirin unless prescribed by a doctor
- Medication for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- We will only accept prescribed medicines if they are in-date, are labelled, are provided in the original container as dispensed by a pharmacist, include instructions for administration, dosage, and storage. (NB The exception to this is insulin, which must still be in date, but will be available inside an insulin pen or a pump, rather than in its original container)
- Parents/carers should supply any equipment needed for the medicine such as spoons, oral syringes, sharps containers
- Parents/carers are responsible for ensuring medications held in school do not exceed their expiry date
- All medicines will be stored safely
- To promote the safety of the cohort of children at Elysian, medicines for regular administration are kept securely in a non-portable locked cupboard in the medical room. Where appropriate, learners will know where their medicines are and will be able request adult support and supervision to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to staff supporting learners or, where appropriate, the individual learner themselves and not locked away, including when learners are outside the school premises
- Medication requiring refrigeration must be stored in locked containers inside fridges which are in areas not accessed by learners.
- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- Controlled drugs that have been prescribed will be kept securely in an appropriate locked cupboard and all access monitored. A staff member will administer a controlled drug to the learner for whom it has been prescribed
- Staff administering medicines will do so in accordance with the prescriber's instructions.
- We will keep a record of all medicines administered to individual learners, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will be noted.

### **Non-prescribed medicines**

If a young person requires non-prescribed medication, such as pain relief for period pains, Elysian can only administer it after receiving written or emailed confirmation from a medical practitioner stating that the young person is permitted to take the medication. In such cases, staff must also liaise with the parent or carer to confirm whether any

medication has already been administered prior to arriving at Elysian. This ensures that the young person is only taking the recommended dosage and at the appropriate times, safeguarding their health and well-being. All medication administration will be recorded, following the same procedure as for prescribed medications.

### **Record keeping**

We will ensure that written records are kept of all medicines administered to learners (see appendix 1 for more detailed information regarding records). We recognise that records offer protection to staff and learners and provide evidence that agreed procedures have been followed. Parents/carers will be informed if their young person has been unwell at school.

### **Emergency procedures**

Elysian's policy sets out what should happen in an emergency situation.

### **Dealing with accidents and emergencies**

In the event of an incident the staff with the learner will be the first to respond and call for assistance using a message on the organisation's internal messaging app. Where a learner has an Individual Health Care Plan, this will clearly define what constitutes an emergency, and what to do. All relevant staff will be aware of emergency symptoms and procedures.

Where first aid is required a nominated first aider should be called.

### **First aid boxes and supplies**

First aid boxes are located in key locations around each site. Areas with a first aid box are marked by a green first aid cross. Nominated first aiders check and replenish the boxes every term. If supplies run low between these checks, staff should let nominated first aiders know immediately.

### **Children requiring emergency hospital treatment**

In the case of an emergency requiring hospital treatment, the member of staff will call 999 stating where the incident is, who is involved and any information that is known about the injury. Alternatively, depending on the severity of the incident, the learner may be transported to A&E by parents/carers. Parents/carers will be informed immediately and staff will stay with the learner until the parent arrives. Learner's medical information forms should be copied from the office and taken with the learner to hospital. Staff should also be prepared to provide an account of the incident and any emergency medication / treatment recently administered to the learner. They will also need to have information about any regular medication given during a 24-hour period. Staff cannot give consent to any treatment for the learner as they do not hold parental responsibility.

### **Adults requiring emergency hospital treatment**

If a staff member is injured, the severity will be assessed. The staff member will either be taken to hospital by a second member of staff, or an ambulance will be called.

All accidents, whether involving staff or learners must be recorded in the accident book kept in the main office. If the accident results in a significant injury, such as a broken bone or laceration so that hospital treatment is administered, then the Head of Education and Learning must be informed. This will be done by the named member of staff, but staff must be prepared to work with them to ensure that all details are included on the form.

### **Day trips, residential visits and sporting activities**

We always actively support learners with medical conditions to participate in off-site trips and visits, and not prevent them from doing so. See Appendix 1 for detailed procedures.

### **Unacceptable practices**

As a provision we believe it to be unacceptable practice to:

- Prevent learners, who are capable of doing so, from easily accessing their inhalers and medication and administering their medication when and where necessary; however, we acknowledge that for some learners who may attend Elysian, this may not be possible, and staff are therefore responsible for ensuring that they know where and how to access medication and how to administer it as necessary
- Assume that every learner with the same condition requires the same treatment;
- Ignore the views of the learner or their parents/carers; or ignore medical evidence or opinion (although this may be challenged). Staff will work with the learner to support any anxiety around their medical condition they may have and aid their understanding where possible
- Send learners with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plans
- Penalise learners on their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend Elysian to administer medication or provide medical support to their young person. No parent/carer should have to give up working because Elysian is failing to support their young person's medical needs; or
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of Elysian life, including off site visits e.g. by requiring parents to accompany the learner.

### **Liability and indemnity**

Elysian is insured and will not be held liable for injury or illness, as long as all appropriate training and risk assessment has taken place.

### **Home to School Transport**

Transport is the responsibility of the local authority. It may be helpful for the transport staff to be aware of a pupil's individual health care plan and what it contains, especially in respect of emergency situations. Transport providers must ensure that medicines are stored safely and available in an emergency, and that they are handed to a member of staff on arrival at school. Generally, it will be the parent that provides this information in the first instance, with the school giving advice on request and with agreement from parents.

### **Complaints**

If you have a complaint about how any medical condition is being supported in school, please refer to Elysian's complaints policy and procedure available on our website <http://elysianuk.org/downloads-and-documents>.



## **Appendix 1 – Medication Administration Procedures**

### **Receiving, checking and storing medication**

#### **Receiving medication**

Medication sent to Elysian must be carried by the driver and handed to a member of school staff on arrival at Elysian. Medication should never be carried by a learner or handed to a learner. Parents/carers must provide any equipment required to administer the medication e.g. medicine spoons, oral syringes, syringes for injections, sharps waste containers.

Staff greeting learners should hand the medication to a member of staff in the reception office who will book that medication in by writing the name of the medication and the quantity received in the appropriate pupil medication file. Liquid medication should be weighed on scales and tablets should be counted. Medication should then be locked in the appropriate cupboard.

#### **Named staff responsible for administration of medication**

At Elysian, medication is mostly administered and managed by the designated member of staff. It should be noted that in general staff are not obliged to undertake this duty.

#### **Checking medication**

All prescribed medication to be administered must be supplied by the parent/carer in its original packaging including the pharmacy label giving the learner's name, drug name, dose, instructions for administration, cautionary advice, and dates of dispensing and expiry.

If medication expires while being kept at Elysian, this should be sent home for parents/carers to dispose of. No medicine should be disposed of at Elysian. At the end of each term, medicines should be sent home.

#### **Storing Medication**

All medication must be stored safely in accordance with the manufacturer's storage recommendations. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to staff supporting learners or, where appropriate, the individual learner themselves and not locked away, including when learners may be outside the premises, e.g., on trips. Emergency epilepsy medications will be handed to the staff member who is working with the individual on that day.

All other medications must be stored in the locked medication cupboard in the medical room. The key to the medical cupboard is located in the key cabinet in reception. The medication folder is stored in reception.

Medication requiring refrigeration must be stored in locked containers in the fridge in reception. Fridge temperatures should be routinely monitored to ensure the temperature remains between 2- and 8-degrees C.

#### **Permission to administer medication**

Administration of medication should be kept to a minimum.

Permission to administer medication and full instructions must be given by parents/carers in writing on a learner's medication request form. No medication may be given without written consent. A new consent form is required for each new course of medication. If there is any change to the current medication (e.g. different dosage), a new form is also required and a new supply with corresponding pharmacy label. If a learner is to self-administer medication, written agreement between the parent/carer and school for this to happen must also be in place.

## **Administering medication**

Before administering medication, the staff member must check:

- The identity of the learner
- The written parental/carer consent for administration of the medicine(s) and that the instructions given by the parent/carer match those on the pharmacy label. A verbal instruction is not acceptable.
- Any additional or cautionary information on the label which may affect times of administration, how medication may be administered or performance (e.g. drowsiness)
- The medication administration record to ensure the medicine is due at that time and has not already been administered.
- The expiry date /date of opening (some medicines have a shortened shelf life once opened, so for these medicines the date opened should be noted on the packaging)
- All necessary equipment to administer the medicine is available
- Staff should wash hands before and after administering medication
- Where possible, medications should be administered in a location where privacy of the learner can be maintained.

If there are concerns or doubts about any of the above, the medication should not be administered and the member of staff should check with the parent/carer or member of SLT before taking further action. The medicine must not be interfered with e.g., crushing unless there are written instructions on the pharmacy label and information provided from the parent/carer. This information must be documented.

Staff involved in administering medication should be alert to any excessive or unusual requests for medication to be administered. In any cases of doubt, a safeguarding concern should be raised and advice obtained from health professionals.

On the administration of medication, the medication record must be completed giving date, time and dosage administered (in mls or mgs) and staff signature and if appropriate a counter signatory, parents/carers should also be aware of the administration. The counter signatory is signing to say that they have checked the date, time, medication given and the correct dosage. This is an important safeguard to avoid errors when administering medication.

If for any reason the medication is not administered at the times stated on the administration request form/pharmacy label, the reason for non-administration must be recorded, dated and signed. Parents/carers should be contacted and informed as soon as possible. No learner will be forced to take medication. If the learner refuses to take their medication the parent/carer should be contacted and informed. However, we will discuss with parents/carers how they administer medication and try using a similar method. Staff are able to be persistent in trying to help a learner take their medication in the manner that is agreed. If refusal to take medication, or a missed dose for any reason, does or could result in an emergency then the emergency procedures should be followed.

## **Emergency medication**

Emergency medication required for a medical condition such as epilepsy, allergies, or asthma will be detailed on the IHP. The IHP should be available to all staff who support the learner and also carried with the medication when off school premises.

No changes in the dose of medication given can be made simply on the parent/carers' advice. Any changes to the details on the IHP must be made in writing and from the medical professional who prescribed the medication.

Where children have medication for use in emergencies (including inhalers for asthma attacks) that medication should be carried at all times.

Any member of staff may administer a blue inhaler in the case of an asthma attack.

Specific training is required for the administration of medication via intimate procedures (epilepsy or anaphylaxis). This is arranged with appropriate health care providers e.g., the child's epilepsy nurse.

In the case of intimate procedures two adults must be present during the procedure.

### **Medication on outings**

All procedures for the administration of medication also apply on outings.

Particular care should be given to seeking and checking parent/carer consent forms and medication labels. Original pupil medication records should be kept with the medication at all times, and copies retained at Elysian for reference in case of emergency.

Staff should, where possible, take only the quantity of medication required on the trip (not the complete pack). The requirements for medication to be in its original packaging still apply. On outings, the medication should be held in the outings bag by the trip leader. Risk Assessments for the outing should take account of medical conditions and administration of any medication. If an emergency arises on an outing, staff should refer to Elysian's Emergency Plan, and once the emergency services have been called, contact the school office

### **Disposal of Medications**

If medication has expired or is no longer required it is sent home to parents/carers for disposal and this is recorded on the medication forms. This must be recorded on the medication form.

Used Auto Adrenaline Injector devices can be given to paramedics on arrival.

### **Staff Medication**

Staff should ensure that personal medication is kept locked away, during school hours. Staff should inform their line manager of any medical condition which may require emergency treatment, in order that a risk assessment can be carried out and procedures implemented to ensure their safety.

**For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd including Elysian School and Elysian Animal assisted Therapy and Learning.**