



Medical Needs and Administering Medication Policy

Approved by The Youth Engagement Schools Trust: Feb 2024

Reviewed by Raise Local Support Board: TBC

Date for Policy review: Autumn 2025

CONTEXT

The Raise Academy is a brand-new, 11-16, 64 place, specialist provision supporting students experiencing social, emotional and/or mental health difficulties, across the Local Authorities of Halton and St. Helens, based in Widnes.

At Raise we recognise that whilst all children are different, each student deserves the same opportunities in life and therefore in order to achieve true equality and deliver an equitable experience in education, the answer is not in ensuring that all students have exactly the same, rather that all students have what they need to succeed. Through the ability to offer an individualised and personalised, engaging curriculum, delivered by specialists, we have the chance to make a real difference and affect change in a special group of young people, their families and the wider local community.

All members of staff have a commitment and passion to deliver the best possible educational experiences, encouraging all students to dream big and empowering them to lead successful and fulfilling lives, in a safe and protected, well-supported atmosphere. Our aim is to reignite that love for learning that may have been lost at some point, through inspirational teaching and provision of opportunity.

RATIONALE

At The Raise Academy we are committed to giving all students every opportunity to achieve the best possible outcomes. We do this by taking account of students' needs holistically, this includes social, emotional, personal, academic and medical conditions. We will offer a wide and varied curriculum which will inspire and excite them so that children feel ambitious and empowered to succeed. Ultimately we want to unlock every child's potential, reaching out to every possibility within them, making sure we have the most impact for their future. In line with the Children and Families Act 2014 this policy will outline our long standing approaches and good practice in supporting students with medical conditions, to fully access all aspects of their education.

AIMS AND OBJECTIVES

The Raise Academy aims to be a fully inclusive Academy. We actively seek to:

- Assist parents in supporting their child with their medical needs.
- Ensure all students have full access to the curriculum including Learning Outside the Classroom experiences.
- Physical Education promotes physical, mental and social benefits.
- Work in conjunction with the School Nurse and other health professionals such as, paediatric consultants, Speech and Language therapists, GP's and CAMHS to ensure high quality care for all students with medical needs.
- Ensure staff are given appropriate training to a high standard to enable medication and medical procedures to be administered inside and outside of the Academy, including Learning Outside the Classroom experiences.
- To ensure medical knowledge is shared between staff and the School Nurse in a confidential manner.

ENTITLEMENT

The Raise Academy believes that all students, irrespective of their medical needs, have an entitlement to access as full a curriculum as possible.

It is expected that:

- Students with medical conditions are supported in ways that enable them to access as much of the curriculum as possible and that reasonable adaptations will be made to facilitate this in line with the [SEN Code of Practice: 0 to 25 years \(2014\)](#).
- Parents, health professionals and school staff work together to share information regarding a student's medical condition in order that this is managed correctly in The Academy.
- The Academy will fully comply with any specific health requirements laid out in the student's Education, Health and Care Plan.
- Parents send in medication in the correct manner. All medication must be clearly labelled in the original box with the student's name, date of birth and dosage clearly displayed on the prescription label.
- Parents are responsible for ensuring any medication that is out of date for example Epilepsy rescue medication, is replaced quickly.

- Generic medication may be used in situations of great need, for example paracetamol suspension if parents have signed their agreement that this can happen.
- For students who use reliever inhalers, there is an emergency Ventolin inhaler available in the Academy for use in situations where a student may not have theirs with them, or the one they bring in from home may be empty. Staff will follow the Academy's asthma policy in using, recording and reporting the Academy inhaler. (See The Raise Academy First Aid Policy)

EXPECTATIONS OF STAFF MEMBERS

No member of staff will be compelled to administer medication or carry out any medical procedures, without relevant training

All staff volunteering to do these tasks will:

- Be fully supported with training and will be judged competent before carrying out any medical tasks on their own.
- Have the full support of the senior leadership team and can bring to their attention any concern or matter relating to students with medical conditions.
- Have the full support of The Local Support Board.

ADMINISTRATION OF MEDICATION TO STUDENTS

All staff at The Raise Academy must be clear with regard to the following points:

- A locked compartment, behind a locked door, is provided for any prescription drugs which are to be taken by students. Location is the **MEDICAL STORE**.
- Parents/carers are required to produce, in writing, a schedule of frequency and dosage. This is to be reviewed when changes are informed or on an annual basis when annual review is undertaken (see Form 3).
- Before administering any medication, staff will check whether this is still "in date" and notify parents/carers accordingly. Should it be recorded that a student is requesting medication on a regular basis, a meeting will be called with parents/carers.

- All medication is administered by Academy staff and is signed for via an individual student log kept within the locked compartment.
- Students who suffer from asthma and require an inhaler should carry these with them at all times. A spare inhaler is kept within a cabinet. We also have a spare emergency inhaler, for further information, please see the Academys First Aid Policy.
- Unless a specific request in writing is received from the parent/carer, or verbal OR written permission is given (via Home School Agreement) the Academy must not under any circumstances administer any form of pain relief to students (eg paracetamol).
- In the event that such medication is required, the procedures outlined above shall apply. Only tablets which are in sealed packaging can be administered, it must have an official label with the student's name on it.
- All prescription medicines administered to students will be given by staff who have been on the relevant courses. All medicines stored at The Raise Academy are checked termly and if it needs replacing, we will give a gentle reminder to the parent/carer. We will, in some circumstances, take out of date medicines to our local pharmacy if not collected by parent/carer.
- As part of the Home School Agreement (HSA) parents/carers will be asked to sign a consent slip to give their permission to staff to administer Paracetamol. Paracetamol will not be given to students before 10am and only 1 tablet will be given at 11am onwards. Following this, 2 paracetamol may be given every 4 hours. Dosage will be adjusted for younger students, as per product instructions. Under 12's will only be given liquid paracetamol. Permissions from parents/carers will be reviewed annually, or if there is a change in care circumstances.

NOTE: Aspirin based products will not be administered to students unless prescribed by a Doctor.

Supporting Students with Medical Conditions:

- (This responds to the statutory guidance and advice issued and updated 23rd June 2014 by the DFE to ensure that students with medical conditions receive appropriate support)
- At The Raise Academy we have provided students with a separate SEN Therapy room where they can self-administer regular medications. E.g. Insulin. A fridge and sharps container is provided. The student will have completed an Individual Health Care Plan with the SENCO, a representative from health and parents/carer. A log will be kept and signed by a member of staff as to what medication has been administered whilst in Academy
- Students at The Raise Academy who have medical conditions are properly supported so that they have full access to education, including Learning Outside the Classroom experiences and physical education.
- We do ensure that arrangements are in place to support students with medical conditions. In doing so we also ensure that such students can access their own medicines.
- Our Governing body ensures that Academy leaders consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.

AIMS

The aim is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.

PARENTAL CONCERNS

Parents of students with medical conditions are often concerned that their child's health may deteriorate when they attend Academy. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at Academy to help

them manage their condition, and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that student's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. This will be fully supported by our team of staff, for further details please refer to The Raise Academy's Attendance Policy.

Parents should feel confident that we will provide effective support for their child's medical condition and that they feel safe. In making decisions about the support we provide, we will establish relationships with relevant local health services to help us. We will receive and fully consider advice from healthcare professionals and listen to and value the views of parents and students. When necessary, further training will be sought.

THE STUDENTS PERSPECTIVE

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Students may be self-conscious about their condition and some may fear bullying from peers or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect students educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health.

Reintegration back into Academy will be fully supported by our Pastoral Lead and our Pastoral Team so that students with medical conditions fully engage with learning, and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a student's medical condition, (which can often be lengthy), will also need to be effectively managed and appropriate support put in place to limit the impact on the student's educational attainment and emotional and general wellbeing.

DISABILITY

Some students with medical conditions may be disabled. Where this is the case The Local Support Board must comply with their duties under the [Equality Act 2010](#) and the [SEN Code of Practice: 0 – 25 years \(2014\)](#). Some may also have special educational needs (SEN) and will have a statement, or Education, Health and Care (EHC) plan, or, be in the process of completing Education, Health Care Assessment (EHCA) which brings together health and social care needs, as well.

IMPLEMENTATION

The LSSB will ensure that the arrangements they set up include details of how the Academy's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation. They include:

- Who is responsible for ensuring that sufficient staff are suitably trained,
- A commitment that all relevant staff will be made aware of the student's condition,
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- Briefing for supply teachers,
- Risk assessments for Learning Outside the Classroom Experiences, residential trips, and other Academy activities outside of the normal timetable, and
- Monitoring of individual healthcare plans.

PROCEDURES TO BE FOLLOWED WHEN THE RAISE ACADEMY IS NOTIFIED THAT A STUDENT HAS A MEDICAL CONDITION

When notification is received from a parent, carer or medical professional that a student has a medical condition, the Academy will request that an Individual Healthcare Plan (Appendix 5) is completed. This will then be added to the 'Student Profile' in conjunction with parents and relevant medical advisors, with an appropriate member of staff who will represent the Academy in the care of the student.

The Health Care Plan meeting will be with the SENCO in conjunction with a member of staff who will be working with the student.

Every plan will be reviewed at least annually but more frequently as the student's needs change.

Factors in the healthcare plan include:

The medical condition, its triggers, signs, symptoms and treatments;

- The student'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 eg the classroom environment, social times etc.
- Specific support for the student's educational, social and for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions, emotional needs.
- The level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring. This will include: Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional and cover arrangements for when they are unavailable.
- Who in the Academy needs to be aware of the student's condition and the support required.
- With the exception of Diabetes equipment all other medication must be handed in to the school office. This will then be locked in the Medical Store. Students will; have access to this room via a member of staff in order of self medicate.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self- administered by the student during Academy hours.
- Separate arrangements or procedures required for Learning Outside the Classroom experiences or other Academy activities outside of the normal Academy timetable, that will ensure that the student can participate, e.g. risk assessments, where appropriate.
- What to do in an emergency, including whom to contact and contingency arrangements will be included in the students' health care plan. Some students may have an **emergency healthcare plan** prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.

STAFF TRAINING AND SUPPORT

Staff will be supported in carrying out their role to support students with medical conditions through the provision of appropriate training identified with parents and medical professionals at the time of forming the plan. This should be a factor at every review where the student's condition changes under the guidance of medical professionals involved. The plan will specify how training needs are assessed, and how and by whom, training will be commissioned and provided. It is imperative that any member of Academy staff providing support to a student with medical needs has received suitable training. **Staff must not give prescription medicines or undertake health care procedures without appropriate training** (updated to reflect any individual healthcare plans).

RECORD KEEPING

Written records will be kept of all medicines administered to students.

This offers protection to staff and students and provides evidence that agreed procedures have been followed. Parents/Carers will be informed if their student has been unwell at Academy.

EMERGENCY PROCEDURES

Where a student has an Individual Healthcare Plan, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the Academy should know what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a student in receipt of an IHCP needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance. Wherever possible, and as long as it doesn't cause unnecessary delay, the student's IHCP and Risk Assessment will be taken to hospital by the member of staff.

TRANSITION ARRANGEMENTS

The students teacher or key worker will be invited to the Healthcare Plan review where possible.

MULTI – AGENCY WORK

The Raise Academy will look to work closely with the Halton Medical Needs Team in order to support out student's needs. A working space within The Academy will be offered to outside professionals in order to fully support our students.

UNACCEPTABLE PRACTICES

The following is considered unacceptable practice and will **not** happen at The Raise Academy:

- Students prevented from easily accessing their inhalers and administering medication when necessary
- Assumption that students with the same condition require the same treatment
- Ignoring the views of the student or their parents; or ignore medical opinion or evidence (although this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal Academy activities unless this is specified in their Individual Healthcare plan
- Send an unwell student to the office unaccompanied
- Penalise a student for their attendance record if their absence is related to their medical condition, please see Attendance Policy for further details
- Prevent students from eating, drinking or taking toilet breaks (or other breaks) in order to manage their medical condition effectively
- Require parents, or make them feel obliged, to attend Academy to administer medication or provide medical support, including toileting issues. No parent should have to give up working because the Academy is failing to support their students' medical needs
- Prevent students participating, or create unnecessary barriers to students participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents to accompany the student.

COMPLAINTS

In the event of complaints the Academy complaints procedure should be used and details of this are available on the Academy website or through the Academy reception.

APPENDIX 1

ADDITIONAL SOURCES OF INFORMATION

[Health Protection Agency Guidance on Infection Control in Academics and other Childcare Settings.](#)

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

Coeliac Disease

<https://www.coeliac.org.uk/information-and-support/coeliac-disease/about-coeliac-disease/>

Allergy UK - National Medical Charity Dealing with Allergies

<http://www.allergyuk.org/>

Diabetes UK

<http://www.diabetes.org.uk>

British Epilepsy Association

<http://www.epilepsy.org.uk>

Asthma UK

<https://www.asthma.org.uk/>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-2-infection-prevention-and-control>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Procedures for Dealing with Discarded Needles/Sharps and Needlestick Injuries.

Administration of buccolam midazolam training

APPENDIX 2	
Risk Assessment: The Raise Academy	
Potential Hazards	Groups of people who are at risk from the significant hazards listed
Science Room <ul style="list-style-type: none"> • Noxious substances e.g. Bench reagents • Heat sources e.g. bunsen burners • Hot water / steam • Electrical equipment • Glassware – breakages 	<ul style="list-style-type: none"> • Students • Teaching Assistants • Teachers/Learning Mentors • Technicians • Visitors
Food Room <ul style="list-style-type: none"> • Heat sources: hob ovens, deep fat fryers etc • Electrical equipment • Moving parts: mixers, sewing machines • Blades: knives, scissors, liquidizers etc • Crockery / glassware 	Controls already existing <ul style="list-style-type: none"> • All Electrical equipment PAT tested by LA • Annual check carried out by Staff responsible for equipment • Students are instructed in safe practices related to each curriculum area in column 1 and such instruction is at a level appropriate to their age and ability
Technology <ul style="list-style-type: none"> • Moving parts on machinery • Moving and static blades • Sharp tools • Impact tools 	
Gymnasium/Sports Hall	
	Full PE risk assessment considered AFPE specialist advice and submitted

<ul style="list-style-type: none">• Falls• Accidental impact with equipment• Loose screws / fittings• Dust / moisture on floor from wet feet	<p>monitored by approved by manager</p> <ul style="list-style-type: none">• Lesson notes include a Risk Assessment for each subject and activity area• Teachers/Learning Mentors employ normal good practice at the introduction of lessons as reminders• Special attention taken to include new students in safe practices• Students are closely supervised• PE department liaise regularly to discuss PE activities and place orders to maintain safety
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APPENDIX 3

At the The Raise Academy the First Aiders are:

Mental Health First Aiders	

First Aiders	
Staff Member	Probable Location

First Aid Kits	
Type:	Location:
Medium First Aid Kit	Medical Inspection Room
Medium First Aid Kit	Food Tech
Medium First Aid Kit	DT Room
Eye Wash Kit	DT Room

Medium First Aid Kit	Science
Eye Wash Kit	Science
Grab & Go First Aid Kit	Outdoor Ed
Burns First Aid Kit	Food Technology
Vehicle First Aid Kit	

Appendix 4

Forms

Form 1: Contacting Emergency Services

Form 2: Health Care Plan

Form 3: Parental agreement for Academy/setting to administer medicine (short-term)

Form 4: Parental agreement for Academy/setting to administer medicine (long-term)

Form 5: Headteacher/Head of setting agreement to administer medicine

Form 6: Record of medicine administered to an individual child

Form 7: Record of medicines administered to all children

Form 8: Staff training record – administration of medicines

Form 9: Management of medicines checklist

FORM 1**Contacting Emergency Services****Request for an Ambulance****Dial (9) 999, ask for ambulance and be ready with the following information**

- 1 Your telephone number
- 2 Give your location as follows what 3 words
 - . The Raise Academy
 - Naylor Road
 - Widnes
 - WA8 0BS
- 3 Give exact location in the Academy
- 5 Give your name
- 6 Give name of child and a brief description of child's symptoms
- 7 *Give details of any medicines given or prescribed*
- 8 Inform Ambulance Control of the best entrance and state that the
 - . crew will be met and taken to:

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

FORM 2

Health Care Plan (this should be regularly reviewed)

Name of Academy/setting
 Child's name
 Group/class/form
 Date of birth
 Child's address
 Medical diagnosis or condition
 Date
 Review date

The Raise Academy

Family Contact Information

Name
 Phone no. (work)
 (home)
 (mobile)
 Name
 Phone no. (work)
 (home)
 (mobile)

Clinic/Hospital Contact

Name
 Phone no.

G.P.

Name
 Phone no.

Describe medical needs and give details of child's symptoms

--

Daily care requirements (e.g. before sport/at lunchtime)

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Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency *(state if different for off-site activities)?*

Form copied to

FORM 3

Parental agreement for Academy to administer medicine (short-term)

The Academy/setting will not give your child medicine unless you complete and sign this form, and the Academy has a policy that the staff can administer medicine.

Name of Academy
 Name of child
 Date of birth
 Group/class/form
 Medical condition or illness

The Raise Academy

Medicine

Name/type of medicine
(as described on the container)
 Date dispensed
 Expiry date
 Agreed review date to be initiated by

[name of member of staff]

Dosage and method
 Timing
 Special precautions
 Are there any side effects that the Academy/setting needs to know about?

Self-administration
 Procedures to take in an emergency

Yes/No

Contact Details

Name
 Daytime telephone no.
 Relationship to child
 Address
 I understand that I must deliver the medicine personally to

[agreed member of staff]

I accept that this is a service that the Academy is not obliged to undertake.

I understand that I must notify the Academy of any changes in writing.
I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Date

Signature(s)

FORM 4

Parental agreement for Academy to administer medicine (long-term)

The Academy will not give your child medicine unless you complete and sign this form, and the Academy or setting has a policy that the staff can administer medicine.

Name of Academy	The Raise Academy
Date	
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	
How much to give (<i>i.e. dose to be given</i>)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to Academy/setting	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy and other authorised staff administering medicine in accordance with the Academy policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only

Parent/carer's signature _____

Print name _____

Date _____

FORM 5**Headteacher agreement to administer medicine**

Name of Academy

It is agreed that [name of child] will receive [quantity and name of medicine] every day at [time medicine to be administered e.g. lunchtime or afternoon break].

[Name of child] will be given/supervised whilst he/she takes their medication by [name of member of staff].

This arrangement will continue until [either end date of course of medicine or until instructed by parent/carers].

Date _____

Signed _____

(The Headteacher/ named member of staff)

FORM 6

Record of medicine administered to an individual child

Name of Academy	The Raise Academy
Name of child	
Date medicine provided by parent/carer	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent/carer _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date
Time given
Dose given
Name of member of
staff
Staff initials

FORM 7

Record of medicines administered to all students

<u>The Raise Academy</u>

Date	Student's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

FORM 8

Staff training record – administration of medicines

Name of Academy	The Raise Academy
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [please state how often].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

FORM 9

The Raise Academy

Management of Medicines in Academies and Early Years Settings Checklist

Checklist		Yes	No	Details
1.	Does the Academy have a written policy for administration of medicines in Academy?	Y		April 24
2.	Has the Academy nominated responsible persons to administer medicines?			TBC
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?	Y		Med needs policy Staff training completed
4.	Have nominated staff received appropriate information, instruction and training on the Academy's policy and procedures	Y		TBC
5.	Does the Academy have procedures for managing medicines on trips and outings	Y		Risk assessments, consent forms, etc.
6.	Has the Academy received a written agreement from parents for any medicines to be given to a child	Y		Form 4 Long term Home School Agreement consent for pain relief
7.	Has the Academy confirmed, in writing, that they agree to administer medicines	Y		Form 4
8.	Is there guidance for children carrying and taking their medicines themselves			
9.	Does the Academy maintain records for the administration of medicines	Y		Form 5
10.D	Do staff have access to the Academy's emergency procedures	Y		Form 1
11.	Is a health care plan required for the individual	Y		Form 2

Medicines Checklist

1.	Does the Academy have appropriate storage facilities taking into account temperature and security			MEDICAL STORE/ MEDICAL INSPECTION
2.	Is the medicine in the original container			
3.	Is the container clearly labelled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date			
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available			
5.	Does the Academy allow children to carry their own inhalers			