Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**Medicines Policy**
Subject Area:	Whole of Centre
Applies:	Immediately
Issued:	01/12/2022
Reviewed:	21 January 2025
Sponsor:	Henri Monier-Williams in conjunction with SLT
Contact:	Marcus Monier-Williams
Email:	marcus@Luccombehub.com

Key Personnel

The designated person with overall responsibility to implement this policy is:

Henri Monier-Williams

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

Development of Individual HealthCare Plans

Henri Monier-Williams & Lucie Wharton

Staff trained in the administration and handling of medication at The Luccombe Hub

Henri Monier-Williams, Hazel Lappin, Katie Cutts, Amy Armitage, Marcus Monier-Williams

1. Introduction

This policy has been structured based upon the most recent government advice "Supporting pupils at school with medical conditions" *(DfE - December 2015)*, the "Guidance and Code of Practice - First Aid at Work" provided by Dorset Council, guidance from local Health Services, professional teaching associations and Dorset Council Health and Safety Team.

The Luccombe Hub adheres to the duty as stated in the Children and Families Act 2014 that a learner with medical conditions will have the same right of admission to our Centre as any other learner and will not be refused admission or excluded from the centre on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support the child or young person with medical conditions require. This will be done in partnership with parents/carers and health professionals.

The prime responsibility for a learners' health rests with parents/carers. It is anticipated that parents/carers will ensure that appropriate information is provided to the centre that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at The Luccombe Hub.

The Luccombe Hub takes advice and guidance from a range of sources, including any previously or currently attended School, Paediatric Consultants, and other Health professionals in addition to the information provided by parents/carers in the first instance. This enables us to manage support effectively and to minimise any disruption to the young person's activities/learning.

1.1 Aims

The Luccombe Hub is committed to assisting children and young people with long-term medical conditions and working in partnership with their parents/carers.

Our aims are:

1. To ensure that any learner with short or long term medical conditions, are properly supported so that they have full access to the Centre's curriculum, including any off-site activities.
2. To make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at The Centre.
4. To work in partnership with any Health Service colleagues as required.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within the Centre in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To assist in the monitoring of any Individual Healthcare Plans in collaboration with health care professionals.
9. To ensure that the learners at The Centre are safe and are able to attend regularly with their medical condition.
10. To adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" *(DfE – December 2015)*, and "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" *(DSCB – under review)*

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

1.3 Legislation and guidance

Supporting pupils at school with medical conditions *(DfE - December 2015)*,
Guidance and Code of Practice - First Aid at Work

Multi-Agency Guidance for the Management of Long-Term Health Conditions for Children and Young People *(DSCB – under review)*
Equality Act 2010

2. Procedures and practice

2.1 Roles and responsibilities

Centre Lead:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs.
- ensure that staff are identified to implement the policy from day to day.
- monitor the arrangements associated with a child's Individual Healthcare Plan so that they are managed appropriately, reviewed on instruction and in partnership with Health professionals.
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to a learner with medical needs and that the training is refreshed regularly.
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff.
- oversee the Centre's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the Centre's ability to support their child's medical needs.
- ensure that insurance arrangements cover staff in carrying responsibility for managing medicines.
- have 'due regard' to the rights of learners who are disabled as set out in the Equality Act 2010.
- ensure that appropriate arrangements are made to include learners with medical conditions in off-site activities.

Parents:

- provide the Centre with sufficient and up-to-date information about their child's medical needs and medication completing the Parent/Carer Emergency Medical Consent Form on admission of a new learner.
- deliver medicine to the centre, if it is not possible for this to be administered outside the school day ensuring all medicines provided are in the original container(s); that the medicine is in date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:
    - the child's name on the medicine;
    - when the medicine should be given;
    - the prescribed dose and pharmacist's instruction, e.g., after meals.
- notify the Centre immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement.
- Keep the Centre informed about other issues or symptoms their child may have experienced over night or before the start of their session, this is particularly important for asthma conditions

Staff:

- staff work in partnership with parents/carers to ensure the well-being of children and young people.
- that interruption to attendance for medical reasons will be kept to a minimum.
- staff who have agreed to administer medicines will receive the appropriate training.
- adherence to Individual Healthcare Plans.

- all cultural and religious views, made known to the school in writing, will be respected.
- Ensure medicines are carried safely and taken with them on off-site activities as required.
- Read any health care plan and keep up to date with new information provided for the child.

2.3 Aspects

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will be developed for learners with medical conditions in accordance with the advice contained in "Supporting pupils at school with medical conditions" *(DfE – December 2015)*. Individual Healthcare Plans will set out the support that is needed so that the impact on the Centres attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

The Luccombe Hub will use the recommended DfE Templates or develop their own versions in line with the advice provided by the DfE to capture relevant information that will enable an appropriate plan to be structured. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and learners.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements, and these will be shared with all relevant staff, First Aiders and office staff as applicable.

Where learners have been issued with an Education and Health Care (EHC) Plan by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC Plan.

STAFF TRAINING AND SUPPORT

Most medicines to be administered will not require professional training; however the Centre will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Safeguarding) if they become concerned about the welfare of an individual learner. If child or young person is provided with an Individual Healthcare Plan, additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training will be completed and maintained.

(Also see "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" (*DSCB 2011)*; section 3.3 and 3.4 including Chart E.)

REASONABLE ADJUSTMENTS

The Luccombe Hub understands it's duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

MANAGING MEDICINES ON PREMISES AND ON OFF-SITE ACTIVITIES

We will ensure that:

- records are maintained detailing an accurate history of the administering of medicines as far as possible – this will not include self administering of over the counter medicines for older learners for whom parents have requested permission using the appropriate form;
- DfE Templates C and/or D (or an appropriate equivalent) will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.

STORAGE OF MEDICINES

The Centre will adhere to the advice contained in "Guidance and Code of Practice - First Aid at Work" and local guidance provided by Dorset Council's Health & Safety Team and any other best practice guidance.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

If a child refuses to take medicine as prescribed and as requested by parents, the records (DfE Template C or D or appropriate equivalent) must state 'REFUSED' clearly and the parents/carer informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Centre Lead of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

SELF MANAGEMENT OF MEDICINES

In some cases it might be appropriate that learners self-administer medicines, e.g., inhalers, epipens. The Centre will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

Some learners may carry 'over the counter medicines' (non-prescribed medicines) for their own use or self administer prescribed medicines that are appropriate to carry. When this occurs parents should request permission from the Centre Lead in writing by completing the Record of Medicine Form (Appendix 1) and provide relevant details about the type and dosage of the medicine. We understand the need for personal

dignity in addressing this matter to avoid individual embarrassment. We recommend that only one dose should be brought to the Centre at any one time in order to reduce potential risk of medicines being abused.

OFF-SITE ACTIVITIES/TRIPS

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Centre Lead.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Centre Lead.

EMERGENCY PROCEDURES

Care is taken to ensure that all learners are safe. The Centre's staff are trained in first aid, 3 qualified in 'First Aid at Work' and the remaining staff trained in 'Emergency First Aid at Work'.

Learners with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by The Centre Lead together with other staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held The Centre Office and in individual learners bags.

Asthma can also be life threatening; The Luccombe Hub will request that all those learners with Asthma retain a spare 'emergency inhaler'.

A Learner who is deemed 'at risk' due to their medical condition will have an individual *grab bag* this will contain collated information to pass to a doctor or ambulance crew in an emergency and that will accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

OVER-COUNTER MEDICINE – PARACETAMOL/CALPOL

The Department of Education Guidance states that a School must not administer to under 16 years olds any prescribed and non-prescribed medication without parental consent.

Settings are able to provide over the counter medication, such as paracetamol, if not providing it could have detrimental effect on a pupils health or ability to access education.

The Luccombe Hub has taken a view to hold within the medicine cabinet in the wellness room and office a small supply of paracetamol and Calpol. These are available for emergency use by staff and learners

(learners under the age of 16 must have permission from a parent – see 'permissions form' within a learners file).

This is provided on the following basis:

- Parental/carer consent is held (new learner pack permissions form hold, a specific question in relation to this - first page - please check individual learner) – rule = no form, no medication.
- Best practice followed – contact parent/carer - to ensure that a learner hasn't already taken some within the 4 hours between dosage timeframes.
- Where having a drink/food/ rest in the wellness room has not alleviated the headache
- A record of dosage amount and date/time given – Appendix 2 - dosage should be in line with directions provided with the medication packaging.
- The parent must be informed that child has been unwell with a headache for example and action taken, details of dosage inc. time etc.

EQUALITY STATEMENT

The Luccombe Hub is mindful of its duty to Equality; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Centre Lead will agree an appropriate course of action.

With regard to off-site visits The Luccombe Hub will ensure that reasonable adjustments enabling the learner to be included are appropriate and made in consultation with parents/carers.

3. Concluding notes

3.1 Monitoring and review

This policy will be reviewed on an annual basis or earlier if guidance changes.

3.2 Links to other policies

First Aid & Sickness Policy
Health & Safety Policy
Admissions Policy

3.3 Appendices

Appendix 1

THE LUCCOMBE HUB
Record of medicine

Surname	
Forename (s)	
Date of Birth	___/____/ ___ M ☐ F ☐
Condition or illness	
Date medicine provided by parent/carer	
Name and strength of medicine *(is medicines received in original packaging?)*	
Quantity received	
Expiry date	____ / ____ / ____
Quantity returned and date medication requirement ended	
Dose and frequency of medicine	

Checked by:

Staff signature:
Signature of parent: (*When administering medicines, two members of staff must sign)*

Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			
Name of member of staff			
Staff initials			

Appendix 2

MEDICATION LOG – THE LUCCOMBE HUB OWN SUPPLY – PARACETAMOL/CALPOL – TO BE COMPLETED IF USED BY STAFF OR LEARNER – EMERGENCY USE ONLY

PARACETAMOL QUANTITY HELD ON SITE …… EXPIRY DATE OF PRODUCT……

CALPOL QUANTITY HELD ON SITE……. EXPIRY DATE OF PRODUCT ……

Name of person receiving medication & reason	Dosage (No. of tablets/ml)	Date (dd/mm/yyyy)	Time (00:00)	Signed	Parent informed Y/N (if applicable)