

Storyy AP Supporting Medical Conditions and administering medication policy.

The DSL and Operations Managers of Storyy Group are responsible in implementing this policy, they will:

- Ensure that staff are suitably trained.
- Ensure that all relevant staff will be made aware of the child's condition.
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- Brief supply teachers.
- Carry out risk assessments for offsite visits, holidays, and other activities outside the normal timetable and monitor individual healthcare plans.

Staff Training and Support

Staff are supported in carrying out their role to support children with medical conditions through appropriate training. Staff undertake a minimum emergency first aid course upon induction with paediatric first aid training also being available. Training needs are assessed regularly, and training will be delivered through internal and external sessions. Any member of staff providing support to a child with medical needs will have received suitable training. A full yearly training overview is available on request.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this.

Managing medicines on our provision's premises

- Medicines will only be administered onsite when it would be detrimental to a child's health or attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parent's written consent.
- Medication will be signed in and out of premises by parents/ carers and staff using our medicine forms.
- We will never give medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief will **never** be administered without first checking maximum dosages and when the previous dose was taken
- Medication will be stored either in our medication locked box or be kept with the children's belongings.
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies.
- All medications will be kept locked securely out of reach of children.

We will only accept prescribed medicines if they:

- Are in-date and have a pharmacy label, stating the child's name and date of birth.
- 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 generally be available inside an insulin pen or a pump, rather than in its original container)*

'We're creating a world where every young person has a brighter future'

- All medicines will be stored safely.
- Children will know where their medicines are at all times.
- Where relevant, they will know who holds the key to the storage facility.
- The trained staff member and First Aider on site will administer a controlled drug to the child 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 children, stating what, how much was administered, when and by whom and the parent/Guardian will be informed and asked to sign to confirm they are aware.

Non-Prescribed Medicines

At our provision we will administer non-prescription medicines.

We will administer non-prescribed medicines on request of the parent if they:

- Are in sealed packaging/unopened bottle.
- Are in clearly identifiable packaging.
- And on a short-term basis
- We will strictly follow the administration instructions. And if have any concerns will contact the parent.

Emergency medication

Emergency medication such as paracetamol will be administered as and when required. We will only administer emergency medication if we have written consent from parents/carers on induction packs and have received verbal consent on the day before administering. Parents/carers will be contacted by Storyy staff by phone to confirm emergency medication can be administered.

Record Keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at our provision.

Sporting Activities

At Storyy Group, we always actively support pupils with medical conditions to participate in sporting activities, and not prevent them from doing so.

At Storyy Group we will not:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal activities, unless this is specified in their individual healthcare plans
- If the child becomes ill, sit them out unaccompanied away from the staff or with someone unsuitable.

- Prevent pupils from drinking, eating, or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Complaints

If you have a complaint about how your child's medical condition is being supported in school, please contact our Operations team on 01344 987877.

Reviewed by Natalie Lee – 01/07/2024
Next review – 01/07/2025