



The Ranch Xtreme Alternative Education Provision

SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND MANAGING MEDICINES POLICY

Reviewed by Board of Directors	Sept 2024	Toni Matthews Iain Woodbridge James Matthews-Woodbridge Diana Glencross
Adopted by The Ranch Xtreme	Sept 2024	Review cycle: Annually or earlier to reflect any significant changes or updates
Date for next review	Sept 2-25	Signed by: <i>Toni, Iain, James, Diana</i>

Scope and Limitations

- It must be remembered that the prime responsibility for a child's / young person's health rests with the parents or carers.
- On admission to Alternative Provision at The Ranch Xtreme, and at the beginning of every new academic year, all parents/carers are asked to provide medical information.
- Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the provision's session/ day. If this is not possible, parents should talk to staff and also make requests to request self administering support of medicines in writing by completing The Ranch Xtreme's Parental Agreement and the Medication details form (both of which can be found as attachments to the registration document and via the office, or by request to the School Nurse)
- All parents/carers of pupils who are known to be receiving medication while in the provision setting are re-sent the medical information form at the beginning of each term to update information (or as needed on new diagnosis or change of condition or medication). If you need additional forms for updates please contact the office for a copy to be sent home.
- Where support is required for the self administration of medicines, procedures will be followed as

detailed in our policy below.

Named in this Policy:

1. [Toni Matthews](#) RGN School Nurse - Lead Inclusion Facilitator
2. [Sheryl Dyer](#) RGN School Nurse - Support Team Lead
3. [Iain Woodbridge](#) - Designated Safeguarding Lead and Health and Safety Lead

The Ranch Xtreme adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our Alternative Education Provision as other pupils and will not be refused admission or excluded on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals and the Local Authority.

The prime responsibility for a pupil's health rests with parents/carers. It is anticipated that parents/carers will ensure that appropriate information is provided for The Ranch Xtreme that enables a good understanding of their child's medical condition; this includes working in partnership in the support of any medicines being self administered at our settings.

Children with medical needs have the same right of admission to a school setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicine on a long term basis to keep them well, for example children with well-controlled epilepsy or diabetes. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

Aim of this Policy

The Ranch Xtreme is committed to assisting children and young people with long-term or complex medical conditions and working in partnership with their parents/carers.

1. To ensure that pupils who attend an alternative education at our provision with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities, educational visits and being able to be physically active outside.
2. To be fully compliant with the Equality Act 2010 and its duties.
3. To ensure that the pupils in our provision are safe and are able to attend their alternative education placement regularly with their medical condition.

Responsibilities

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

Toni Matthews RGN

The person(s) responsible for developing Individual Healthcare Risk Plans (in discussion with parent/carers/staff) is:

Toni Matthews RGN and Sheryl Dyer RGN

The Director with specific responsibility to oversee the arrangements to support pupils at The Ranch Xtreme with medical conditions is:

Iain Woodbridge Health and Safety Lead, Designated Safeguarding Lead, Lead Inclusion Facilitator.

The Board of Directors Will:

1. ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
2. make arrangements for this policy to be published on The Ranch Xtreme website;
3. review this policy annually;
4. ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be supported by staff;
5. have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010;
6. ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
7. ensure that parents/carers are aware of The Ranch Xtreme's complaints policy.

ROLES AND RESPONSIBILITIES

Parents/Carers

It must be remembered that the prime responsibility for a child's / young person's health rests with the parents / carers.

Parents/carers are asked to provide The Ranch Xtreme with sufficient and up-to-date information about their child's medical needs and medication using a standard format so that arrangements to manage their short or long term medical conditions can be implemented in partnership. Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the education placement hours/ day. If this is not possible, parents should talk to staff and make requests for staff to support the self administration of medicines in writing to the School Nurse, using the agreed format *Parental Agreement for the Administer of First Aid, and Medication & Medical Conditions and Medication Support Form*.

Parents/carers must ensure an adult delivers the medication to the setting. Medicine should be provided in the original container(s) ensuring 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.

Parents are expected to notify The Ranch Xtreme immediately of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to any previous agreement. It is important that The Ranch Xtreme is aware and informed by parents about other issues or symptoms their child may have experienced over night or before their set placement hours; this is particularly important for asthma conditions.

The School Nurse(s) will ensure the following:

- that the Board of Directors are informed about the implementation and effectiveness of this policy;

- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of pupils;
- liaison with directors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at The Ranch Xtreme;
- make arrangements to manage the following:
 - prescription medicines in provision hours;
 - prescription medicines on trips and outings
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
 - that risk assessments and arrangements for off-site visits are checked.

Educational, Health Care Plans (EHCP)

In the first instance The Ranch Xtreme will look to see if the individual's EHCP sets out the support that is needed so that the impact on attendance, health, social well-being and learning is minimised.

If the medical condition becomes long term, or requires ongoing medication to be planned into the education timeframe while at The Ranch Xtreme, it may be necessary to bring this up in the annual review of the EHCP to ensure that it reflects current medical needs.

STAFF TRAINING AND SUPPORT

Most medicines to be self administered with the support of the School Nurse will not require professional training; however The Ranch Xtreme will ensure that staff supervising the support of self administration of medicines will understand that individual risk assessments for the young person are completed. Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Safeguarding Lead) if they become concerned about the welfare of an individual pupil. If a child or young person has been provided with a specific support need in their EHCP, The School Nurse will ensure any training on this support need is requested. The Record of Training undertaken must be completed and maintained on the Employee Training Matrix hosted on the secure SharePoint365 Staffing Hub.

The Ranch Xtreme will designate the administration of medication to our two Registered General Nurse staff members in their role as School Nurse:

Team Lead and Site Manager Sheryl Dyer RGN

Lead Inclusion and Facilitator Toni Matthews RGN

REASONABLE ADJUSTMENTS

The Ranch Xtreme 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 THE RANCH XTREME PREMISES AND ON OFF-SITE ACTIVITIES

We will ensure that:

·School Nurses support in the self administration of medicines as far as possible – this will not include self administering of over the counter medicines for older pupils for whom parents have requested permission using the appropriate format.

- suitable back-up systems are in place to cover the support of self administration of medicines in the event of staff absence;

PRESCRIPTION MEDICINES Prescription medication will only be allowed on site if prescribed by a doctor, dentist, nurse practitioner or pharmacist practitioner and in the original container with the original dispensing label. Medicines should only be taken into The Ranch Xtreme where it would be detrimental to the child's health if the medicine were not administered during the hours of their provision. Parents/Carers will be asked to give their authorisation for the support of medicines to be self administered by the young person and a signed copy of this agreement will be kept on Sharepoint365 School Nurse hub. Medicines will be stored in a locked cabinet during the day. The Ranch Xtreme supports children with long term medical needs to ensure their condition does not have a significant impact on a child's experiences and the way they function. This support will be outlined by way of an Individual Risk & Health Care Plan completed by the School Nurse.

The Ranch Xtreme require antibiotic course medication be completed fully, before the young person returns to the setting.

NON PRESCRIBED MEDICATIONS Under no circumstances will non prescribed medication be given to pupils during the normal provision day. We will only support the self administration of non-prescribed drugs (e.g. paracetamol) where parents have brought in the medicine and signed a consent form. If a child suffers from regular or acute pain, parents should be encouraged to refer the matter to the child's GP.

PROCEDURES Supporting the self Administering of Medicines

The School Nurse supporting the child should check:

The child's name

Name of the medicine

Prescribed dose

Method of administration

Time/frequency of administration

Any side effects

Expiry date

Written Instructions provided by the prescriber on the label or container

If in doubt about any procedures staff should check with the parents before taking further action.

STORAGE OF MEDICINES

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

Medicines ideally will not be stored on site. Where practically possible only the correct single dose of medication will be stored for that day. This will be kept in a locked metal cabinet in the staff office. Accessible only to the on site duty school nurse.

Asthma inhalers, adrenaline pens will be stored safely but be readily available, especially when offsite.

Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available. This is particularly important to consider when outside of the setting premises e.g. on educational trips.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

When a child refuses to take medicine as prescribed, this will be recorded as a refusal and the parents/carer must be 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 support of self medication : Toni Matthews, Sheryl Dyer will consult with parents/carers immediately and advise the Designated Safeguarding lead of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must also be contacted.

When a child needs to be sent home because of illness the child's Parents/Carers will be contacted by telephone and asked to collect their child from The Ranch Xtreme. The date, time, reason and parental response to the contact will be documented and kept on file on the daily attendance register, hosted securely on SharePoint365.

SELF MANAGEMENT OF MEDICINES

The Ranch Xtreme 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 support is given for safeguarding purposes.

In all instances the School Nurse will request the parent/carer with their child complete:

Capacity Assessment for Self Administration of Medication (See Appendix)

Some pupils 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/carers should request permission from the School Nurse in writing using the 'Pupil consent to self-medicate' form (*see Appendix*) 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

setting at any one time in order to reduce potential risk of medicines being abused.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicine varies. This should be born in mind when making decisions about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self manage. Asthmatics are encouraged, whenever possible, to self manage and carry their own medicines. Form 3 must be completed by all parents wishing their child to carry and keep their own medicine.

OFF-SITE ACTIVITIES/EDUCATIONAL TRIPS

All arrangements for medicines, including the storage of medicines and Risk Management programmes will apply for all off-site activities or educational 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 with 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 Lead Inclusion Facilitator and School Nurse.

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 Designated Safeguarding and Health and Safety Lead Iain Woodbridge.

EMERGENCY PROCEDURES

Care is taken to ensure that all children and young people are safe. The Ranch Xtreme requires all staff to undertake mandatory Emergency First Aid at Work qualification.

At time of review The Ranch Xtreme has 2 Registered General Nurses with active PINS, has 7 'First Aid at Work' qualified first aiders, 'Emergency First Aid at Work' qualified first aiders, 3 'Paediatric First Aid' qualified first aiders

Where appropriate pupils should know what to do in general terms such as informing an adult immediately if help is needed.

Children and young people with life threatening medical conditions or that require close monitoring / supervision may have Emergency Care Plans issued by health professionals that provide details for emergency situations e.g. anaphylaxis, diabetes, epilepsy and asthma.

If a child needs to be taken to hospital staff should accompany the child in an ambulance and stay with the child until the parent/carer arrives. All staff should know The Ranch Xtreme contact details to ensure correct information is provided for emergency services. Any prescribed medication held in the setting should be sent with the child to hospital.

All pupils regardless of being deemed to have 'complex' or 'serious' medical conditions have emergency contact details held in an immediately accessible way on the daily attendance register hosted on SharePoint365 and the Unit office.

In the event of a child presenting with serious mental health problems the child's parents/carers will be contacted.

BEST PRACTICE

The Ranch Xtreme will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

- ensure that pupils have access to the medicine they need as arranged with parents; where necessary, manage each medical condition on an individual basis.
- listen to the views of pupils and their parents.
- ensure that pupils with medical conditions are supervised appropriately and not left alone when ill;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in the educational setting;
- include all children in the activities held on The Ranch Xtreme settings and off-site activities, meeting their medical needs in the best way possible.

COMPLAINTS

The Ranch Xtreme holds a Complaints Policy details of which can be found on The Ranch Weymouth website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

EQUALITY STATEMENT

The Ranch Xtreme is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy.

With regard to off-site visits and educational opportunities, The Ranch Xtreme will ensure that reasonable adjustments enabling pupils to be included are appropriate and made in consultation with parents/carers.

Other documentation

The Ranch Xtreme Health & Safety Policy

The Ranch Xtreme Child Protection and Safeguarding Policy

Appendix

The Ranch Xtreme Self –Administration of Medication Assessment Tool

Medication and Declaration Document

**The Ranch Xtreme Self –Administration of Medication Assessment Tool
Medication and Declaration Document**

This document must be used for any pupils undertaking self administration of medication. Pupils who are taking responsibility for their own medication, inhalers, sprays, creams/ointments or eye drops the self administration agreement form must be signed by the parent.

You must ensure the capacity assessment is completed and signed.

Young Person Name:

Date of Birth:

Parent/Carer Name:

Site: Coombe Valley/Unit21/Xtreme

*The Ranch Xtreme Staff undertaking the assessment:

(Delete as appropriate) School Nurse Toni Matthews RGN/Sheryl Dyer RGN

Pupils must have Mental Capacity when making decisions about their medication. You should assume a person has capacity unless proved otherwise. If there is any doubt in the pupil's capacity to make a decision about self administration of medication, then the following questions must be asked. (Delete as appropriate)

- Can the pupil and parent understand the information to make a decision on self administration of medication at this time **Yes No**
- Can the pupil retain the information for long enough to make this decision **Yes No**
- Can the pupil and parent weigh up the information in order to make this decision **Yes No**
- Can the pupil communicate their decision **Yes No**

If the answer to any of the above is "NO" the pupil does not have capacity to make this decision at this time. Re-assess capacity if there are any changes with the pupils' support need.

Signature of staff undertaking assessment_____

Date_____

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> The parent is in agreement for pupil to undertake self – administration of medication | <input type="checkbox"/> Pupil can state the dose and timing of their medication. | <input type="checkbox"/> All medication is in its original packaging | <input type="checkbox"/> The parent is aware of our procedure of only providing the dosage amount, as prescribed that is needed. No tablets that require halving, no overnight storage. |
| <input type="checkbox"/> Pupil has the necessary knowledge and skills for self administration | <input type="checkbox"/> Is aware of any special instructions associated with medication (e.g. before meals) | <input type="checkbox"/> Pupil demonstrates capacity | |
| | <input type="checkbox"/> Pupil can explain what to do if a dose is missed. | <input type="checkbox"/> Pupil agrees to self administration | |
| <input type="checkbox"/> Self Harm (*) | | <input type="checkbox"/> Use of medicine locker explained and pupil can identify the staff who holds safe custody of key. | |
| <input type="checkbox"/> Self Neglect (*) | | | |
| <input type="checkbox"/> Acute Mental Health Episode (*) | | | |
| <input type="checkbox"/> Suspected/confirmed non adherence to treatment (*) | | | |

Declaration

Parent/Carer

I understand the principles of self administration as explained by The Ranch Xtreme School Nurse stated below and I agree to authorise the support of my child with the self administration of medications as agreed and will accept overall responsibility. I also understand that any changes in my child’s medical condition will require a review of their ability to self administration and this may be suspended in my child’s best interest.

Parent Signature

Print Name Date

The Ranch Xtreme School Nurse RGN

- I am satisfied that the pupil above meets the criteria for self administration of medicines
- The above pupil does **not** meet the criteria for self administration of medicines
- The above pupil has risk factors identified (*) Individual Health Risk Assessment to be completed

Signature

Print Name

Date

Parent and Pupil Information for Self Administration of Medicines

What is self administration?

Self administration is a system in place at The Ranch Xtreme that allows the pupil, in agreement with their parent/carer, to take responsibility for taking their own medicine. This can be under the supervision and support of the School Nurse.

Does the pupil have to take responsibility for taking their own medications whilst attending The Ranch Xtreme in provision hours?

The Ranch Xtreme 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 support is given for safeguarding purposes.

It must be remembered that the prime responsibility for a child's / young person's health rests with the parents / carers.

Parents/carers are asked to provide The Ranch Xtreme with sufficient and up-to-date information about their child's medical needs and medication using a standard format so that arrangements to manage their short or long term medical conditions can be implemented in partnership. Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the education placement hours/ day. If this is not possible, parents should talk to staff and make requests for staff to support the self administration of medicines

How does support of self administration work?

You will be asked some questions about your current medication, what the dose is, how many times you take it in a day and what you would do if you missed a dose.

Your medicines must be in the original packaging and not have been taken out into a medicine/ pill dispenser. Your parent/carer must sign the assessment form; so your medicines can be placed in the medicine locker.

You will be the given name and meet the key holder to the locker.

What are my responsibilities for self administration?

Always check the medicines before you bring them onto site to make sure you have the right medicines at the right dose and only enough for the time you are attending that day.

Do not allow any other pupils to have access to your medicines.

If you are unsure about any of your medicines please speak to a School Nurse before you take your medicines.

Your parent/carer must have completed the request forms and keep us informed about any changes that take place.

If in doubt always ask

**INDIVIDUAL HEALTH CARE PLAN - The Ranch Xtreme Alternative Education Provision
Support of Medication & Self Administration**

Childs Name

Date of birth

Address

Medical diagnosis

Or condition

Placement Hours:

Family Contact Information

First Emergency Contact Details

Second Emergency Contact Details

Name		
Phone Work		
Home		
Mobile		
Address		
Relationship to Child		

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone No

Dispensing Pharmacy (where the medication is collected):

Name

Contact 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)

The Ranch Xtreme will not support your child with their medication unless you complete and sign this form.

Medicine

Name/type of medicine
(as described on container)

Date dispensed

Expiry date

Dosage and method

Special precautions

Are there any side effects that The Ranch Xtreme may need to know about?

Self-administration Yes/No (please delete as appropriate)

Procedures to take in an emergency

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

I accept that this is a service that The Ranch Xtreme are not obliged to undertake. I understand that I must notify The Ranch Xtreme of any changes by completion of a new form.

Signed _____ (Parent/Carer)

Date _____

If staff have any concerns, discuss this request with healthcare professionals.

If more than one medicine is to be given a separate form should be completed for each one.

RECORD OF MEDICINES THAT REQUIRE SUPPORT FOR SELF ADMINISTERING

Please complete the following for medications to be administered at The Ranch Xtreme(daily OR emergency)

please note- each individual dosage must be written separately, e.g. 150mg of the same medication, given as 100mg tablet and 50mg tablet must have separate entries.

Date	Time	Name of medicine	Dose given	Any reactions	Signature of Staff	Print name