



# Chiltern Way Academy

Turning Futures Around

## **Supporting Pupils with Medical Needs Policy**

**Responsibility for this policy: Safeguarding, Welfare & Attendance Manager**

**Responsibility for its review: FGB**

**Approved: 23.11.2017**

**Next Review Date: Autumn 2018**

## **CONTENTS**

<b>Introduction</b>	<b>3</b>
<b>Roles and responsibilities</b>	<b>3</b>
<b>Staff training and support</b>	<b>6</b>
<b>IHP</b>	<b>7</b>
<b>Pupil's role in managing their own medical needs</b>	<b>8</b>
<b>Managing medicines on Academy premises</b>	<b>8</b>
<b>Record keeping</b>	<b>10</b>
<b>Safe storage</b>	<b>10</b>
<b>Disposal of Medicines</b>	<b>10</b>
<b>Hygiene and Infection Control</b>	<b>11</b>
<b>Day trips, residential visits and sporting activities</b>	<b>11</b>
<b>Academy's Arrangements for Common Conditions</b>	<b>12</b>
<b>Liability and indemnity</b>	<b>15</b>
<b>Complaints</b>	<b>15</b>
<b>Academy Procedures for Managing Medicines</b>	<b>15</b>

## 1 INTRODUCTION

- The Governing Body of The Chiltern Way Academy will ensure that all children 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. To help achieve this, the Academy has adopted the Department for Education's policy on 'Supporting Pupils at Academy with Medical Conditions', which was issued under Section 100 of the *Children and Families Act: 2014*.
- The aim of this policy is to ensure that the parents of children with medical conditions feel confident that the Academy will provide effective support and that children feel safe and reach their full potential.
- Some children with medical conditions may be considered to be disabled under the definition set out in the *Equality Act: 2010*. The Academy will comply with their duties under the Act to make reasonable adjustments to support pupils with disabilities.
- Some children with medical conditions may also have special educational needs (SEN) and have an Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as the provision for their SEN. Where the child has SEN identified in a statement or EHC plan, their Individual Healthcare Plan (IHP) will be linked to or become part of that statement or EHC plan. The IHP will be developed with the child's best interests in mind to ensure that the risks to the child's education, health and social wellbeing are managed, and minimises disruption, for children with medical conditions.
- Supporting a child with a medical condition during Academy hours is not the sole responsibility of one person. The Academy will work collaboratively with parents/guardians, pupils, healthcare professionals (and, where appropriate, social care professionals) and local authorities to ensure that needs of pupils with medical conditions are met effectively.

## 2 ROLES AND RESPONSIBILITIES

### 2.1 The Trustees for The Chiltern Way Academy will ensure that:

- Arrangements are in place so that children with medical conditions:
  - are properly supported;
  - can play a full and active role in Academy life;
  - can remain healthy and achieve their academic potential;
- staff are properly trained to provide the support that pupils' needs, in line with their safeguarding duties;
- staff must ensure that pupils' health is not put at unnecessary risk from, e.g. infectious disease;
- they do not have to accept a pupil at time where it would be detrimental to the health of that child or others to do so.

## 2.2 The **Head of Campus** will ensure that:

- a person is appointed to have overall responsibility for the implementation of this policy;
- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- all staff, including supply staff, who support children with medical needs receive sufficient information to provide appropriate support;
- IHPs are developed, monitored and reviewed annually - or earlier - if evidence is presented that the child's needs have changed. Where appropriate IHPs will be reviewed at the child's Annual Review.
- sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support children with medical conditions;
- sufficient numbers of trained staff are available to support all IHPs to cover staff absence, contingency and emergency situations;
- a register of children in the Academy is kept who have been diagnosed with asthma and/or prescribed a reliever inhaler;
- all staff are trained to recognise the symptoms of an asthma attack (and are able to distinguish them from other conditions with similar symptoms);
- at least one emergency inhaler kit is maintained and readily available in an emergency situation;
- risk assessments for Academy visits, holidays, and other Academy activities outside of the normal timetable are undertaken for children with medical conditions;
- all staff are aware that medical information must be treated confidentially;
- Academy staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Emergency Inhalers are kept in the following places:

### **Wendover Campus**

- Behaviour Office Eco Block
- Behaviour Office Garden View
- Intervention Office Manor View
- Staff Room Manor House
- Voc Ed Building Office
- PE Office

### **Prestwood Campus**

- Voc Ed Building
- Dining Room
- Staff Room

Staff are trained to use a defibrillator, which is maintained and readily available, in an emergency situation;

## Staff Trained in using a Defibrillator

### **Wendover Campus**

Carol Sanderson  
Tabitha Rowe  
Ruth Denslow  
Stuart Atkinson

### **Prestwood Campus**

Kim Knight  
John Twining

## **2.3 Appointed Person**

The Head of Campus has been appointed to have overall responsibility for implementing the Academy's policy for supporting pupils with medical conditions. They will ensure that children with medical conditions are appropriately supported.

**2.4** All members of **Academy Staff** may be asked to provide support to pupils with medical conditions, including administering medicines.

- All members of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help.
- Although administering medicine is not part of teacher's professional duties, teachers should take into account the needs of pupils with medical conditions that they teach.
- Staff must not give prescription medication or undertake healthcare procedures without appropriate training.

**2.5 Pupils:** Where appropriate pupils with medical conditions:

- will be consulted to provide information about how their condition affects them.
- will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP.

**2.6 Parents/guardians** have the prime responsibility for their child's health.

It only requires one parent/guardian to request that medicines are administered. As a matter of practicality, this will be the parent with whom the Academy has day-to-day contact.

- Parents/guardians should provide the Academy with sufficient and up to date information about their child's medical needs. Parents/guardians should tell the Academy of any change in prescription, which should be supported by either new directions on the packaging of medication, or by a supporting letter from a medical professional.

- Parents/guardians are key partners and will be involved in the development and review of the IHP for their child.
- Parents/guardians should provide medicines and equipment as required by the IHP. Parents/guardians should:
  - bring their child's medication and any equipment into Academy at the beginning of the Academy year;
  - replace the medication before the expiry date;
  - as good practice, take into Academy the new asthma reliever inhaler when prescribed;
  - dispose of expired items at a pharmacy for safe disposal;
  - during periods of high pollen count, encourage their children, who have been prescribed anti-histamines, to take their medication before school so that their condition can be better controlled during the Academic day;
  - keep their children at home when they are acutely unwell; specifically Public Health England, in *Guidance on Infection Control in Schools and other Childcare Settings: 2016*, recommends that this is 48hrs following the last bout of vomiting and diarrhoea.
- Parents should ensure that they or another nominated adult are contactable at all time

### 3 STAFF TRAINING AND SUPPORT

- The Head of Campus will ensure that all staff are aware of the Academy's policy for supporting pupils with medical conditions and their role in implementing the policy.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child does so voluntarily and will have appropriate training and guidance.
- Training needs will be identified during the development or review of IHP and will be reviewed annually. The family of a child will often be key in providing relevant information to Academy staff about how their child's needs can be met, and parents will be asked for their views but will not be the sole trainer.
- Training will be provided for staff to ensure that they are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in IHP. Training for new staff will be provided on induction;
- Training will be provided by appropriate healthcare professional so that staff have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs.
- Only staff with appropriate training will give prescription medicines or undertake healthcare procedures. (A first-aid certificate does not constitute appropriate training in supporting children with medical conditions).
- The Academy will ensure that at least three people have attended Supporting Pupils with Medical Conditions training to understand County policy and to ensure medicines are appropriately managed within the Academy.

#### 4 IHP

An IHP clarifies for staff, parents and the pupil the support that can be provided. IHP for pupils with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parents/pupils and other healthcare professionals where appropriate. The plan will include:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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 e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – 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;
- the level of support needed (some pupils will be able to take responsibility for their own health needs) including in emergencies. If a pupil is self-managing their medication, then this will be stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil'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 pupil's condition and the support required;
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during Academy hours;
- separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the pupil can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP.

IHP will be reviewed at least annually but some may need to be reviewed more frequently. Where appropriate the IHP will be reviewed at the pupil's Annual Review.

## 5 THE PUPIL'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- Pupils are not permitted to carry any medication at any time during the Academy day. Pupils with Asthma may carry their inhaler with them, provided they behave responsibly with this medication.

## 6 MANAGING MEDICINES ON ACADEMY PREMISES

Pupils will only be given prescription or non-prescription medication after parents have completed a consent form (Template B) – (except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases the Academy will encourage the pupil to involve their parents while respecting their right to confidentiality).

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps.

Medication brought into Academy must be given to Carol Sanderson at Wendover Campus and Hannah Eley at Prestwood Campus.

**6.1 Prescribed medication** the Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. 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 should note the expiry date so that they can provide a new prescription as and when required.
- Medicines will only be administered at Academy when it would be detrimental to a child's health or Academy attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Academy hours.

### **Short-Term Medical Needs**

Many children will need to take medicines during the day at some time during their time in the Academy. This will usually be for a short period only, perhaps to finish a course of antibiotics, which will minimise the time that they need to be absent.

**Antibiotics** prescribed three times a day can be taken out of the Academy day. The Academy will support children who have been prescribed antibiotics that need to be taken **four** time's day

### **6.2 Controlled Drugs**

- Some medicines prescribed for pupils (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act, 1971. A pupil who has been prescribed a

controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence.

- The Academy will keep controlled drugs in a locked non-portable container, to which only named staff have access but will ensure they are easily accessible in an emergency.
- Academy staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions.

*Named staff who have access to the Controlled Drugs cabinet and have agreed to administer medication and have received training are:*

**Wendover Campus**

Carol Sanderson

Steve Tavender

Wayne Bridge

Gary Regan

**Prestwood Campus**

Hannah Ely

Steve Buchanan

Rebecca Dines

- A record will be kept of any doses used and the amount of the controlled drug held in Academy, i.e. total number of doses (tablets) provided to the Academy, the dose given and the number of doses remaining.
  - where the dose is half a tablet then this will be cut using a tablet cutter at the time that the medication is required;
  - half tablets will be retained but not issued at the time of the next dose; a fresh tablet will be cut;

Half tablets will be returned to the parent or taken to local pharmacy for disposal, this will be agreed with parent.

- A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to a pharmacist.
- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. Parental authorisation for administration will be sought.

### **6.3 Non-prescription Medication**

- Parents will be asked to sign a consent form confirming that the medicine has been administered without adverse effect to their child in the past and that they will inform the Academy immediately if this changes.
- The Academy holds a supply of paracetamol based pain relief, which will be issued to those pupils on request, whose parents have signed a consent form.
- The Academy will hold non-prescription analgesics on behalf of pupils on request. The medication must be brought into Academy in the original packaging and a consent

form signed.

- The Academy will only administer paracetamol to those pupils requesting analgesics; generally non-prescription ibuprofen will not be given.
- If ibuprofen is the analgesic of choice then pupils/parents will be advised that a dose could be taken before Academy (ibuprofen is effective for six hours); if required the Academy will 'top up' the pain relief with paracetamol.
- A child under 16 will never be given aspirin-containing medicine unless prescribed by a doctor.
- When a pupil requests pain relief, staff will first check maximum dosages and when the previous dose was taken. Parents will be contacted for confirmation. If parents are unavailable, a dose will not usually be given before 12 noon.
- A record will be made of all doses given.

### **Paracetamol**

- Paracetamol can only be given to pupils if the consent form has been returned by parent/guardian.
- Paracetamol will be located in the locked first aid box.
- Staff must adhere to procedural practices when giving non-prescribed medicines.
- All tablets given should be recorded in the 'paracetamol log book' and signed by the staff member and pupil. Record: time given, amount given and reason for administration.

## **7 RECORD KEEPING**

- The Academy will keep a record of all medicines administered to individual pupils, stating what, how much was administered, when and by whom. Any side effects of the medication to be administered at Academy will be noted.
- A second person will witness the administration of all medicines.
- A second person will witness the administration of controlled drugs.
- A record of administration of medicine will not be recorded for asthma inhalers where the pupil is responsible for their own medication, and take their medication, as and when it is required. However, a record will be kept of the administration of Emergency Inhalers held in Academy.

### **SAFE STORAGE OF MEDICINES**

- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- Pupils know where their medication is stored and are able to access them immediately or where relevant know who holds the key.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available and not locked away.
- A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Staff Room refrigerator, which is not accessible to pupils. A temperature log of the refrigerator will be taken during the period of storage.

- Medication will never be prepared ahead of time and left ready for staff to administer.
- An audit of pupil's medication will be undertaken every term disposing of any medication that is no longer required.
- It is the parent's responsibility to ensure their child's medication remains in date. The Academy will remind parents when their child's medication is due to expire.

## 8 DISPOSAL OF MEDICINES

- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. The return of such medicines to parents will be recorded;
- Parents should also collect medicines held at the end of the summer term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal;
- Sharp boxes will always be used for the disposal of needles.

## 9 HYGIENE AND INFECTION CONTROL

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

### 8 STEP HAND WASHING TECHNIQUES



## 10 DAY VISITS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- The Academy will actively support pupils with medical conditions to participate in Academy trips and visits or in sporting activities;

- The Academy will make reasonable adjustments for the inclusion of pupils in such activities;
- Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.
- The Academy will consider the reasonable adjustments that can be made to enable pupils with medical needs to participate fully and safely in visits. These arrangements will be included in the risk assessment for the event.
- One member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. IHP, medicines, equipment and consent forms will be taken on Academy visits.
- Medicines are administered and witnessed and recorded on a copy of Templates D or E. This form is added to the file on return from the visit.

## 11 ACADEMY'S ARRANGEMENTS FOR COMMON CONDITIONS

### 11.1 Asthma

- An inventory of all pupils with asthma will be compiled;
- An Individual Healthcare Plan will be developed;
- All staff will be trained **annually** to recognise the symptoms of an asthma attack and know how to respond in an emergency.
- Pupils who provide the Academy with inhalers are made aware that the inhalers are stored in the staff room and can be accessed as and when required, to be self-administered.
- Emergency salbutamol inhalers and spacers are kept in the Manor House Staff room, Manor View Staff Office, Eco Block Support Team Office, Garden View Support Team Office, PE Office & Vocational Education Office.
- Emergency salbutamol inhalers will only be given to pupils previously diagnosed with asthma whose reliever inhaler is not in Academy or whose inhaler has run out, who are on the register and whose parents have signed the consent form;
- All staff will know how and when to use the emergency salbutamol inhaler
- Parents will be asked to give permission to administer an emergency dose(s);
- Parents will be informed of any emergency dosages given.
- A grab bag with salbutamol – must be taken on field etc. It will be kept in the cupboard in the staffroom and will be taken to the activity by the member of staff leading it.

### • 11.2 Anaphylaxis (Severe Allergic Reaction)

- All staff will attend **annual** training on the symptoms of anaphylaxis, which includes information and practise on when and how to use the adrenaline auto-injector.
- An Individual Healthcare Plan will be developed which includes the arrangements the Academy will make to control exposure to allergens;
- Auto-injectors will be kept readily available;
- All auto-injectors will be stored in a designated cupboard for all staff to access when required.

- Pupils will not be permitted to carry the auto-injectors with them around the site.
- Staff will be made aware of the individual pupils and their allergies.
- All staff will be trained on record keeping in the event of having to administer an auto-injector.
- A grab bag with an epipen – must be taken on field etc. It will be kept in the cupboard in the staffroom and will be taken to the activity by the member of staff leading it.

### 11.3 Epilepsy

- An Individual Healthcare Plan will be developed;
- All staff will be trained in identifying the symptoms and triggers for epilepsy, including administering medication
- There will be a trained member of staff available **at all times** to deliver emergency medication. Details will be recorded on the pupil's Healthcare Plan.
- The Academy will enable students to take a full part in all outings and activities,
- The Academy will make necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- The Academy will liaise fully with parents and health professionals;
- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. This will be administered by staff who are specifically trained to undertake this task and have agreed to this responsibility.
- The administration of medication will be recorded. Two adults will be present for the administration of rectal diazepam, at least one being of the same gender as the child. The dignity of the pupil will be protected as far as possible, even in an emergency;
- If appropriate, a record will be kept of the pupil's seizures, so that any changes to seizure patterns can be identified and so that this information can be shared with the pupil's parents and healthcare team.
- Epileptic Seizure - in an emergency situation please carry out the following
  - An emergency situation at Academy would be if the pupil:
  - Had a single seizure or cluster of seizures that lasts for longer than five minutes, or longer than is usual for them.
  - Were severely injured as the result of a seizure.
- If staff note a pupil is having an epileptic seizure the following should be carried out
- Clear the surrounding area of all hazards which may injure the pupil – immediately - sharp objects, tables, chairs etc.
- Records the time immediately from the start of the seizure – over 5mins please call an ambulance immediately. If the pupil recovers within 5mins and goes into a second seizure call an ambulance immediately.
- Remain with the pupil – if the pupil has to go to hospital they will be assisted by a member of staff until the parent / carer arrives.
- Contact the pupils parents / carers (assign this role to another member of staff) Explain to parents exactly what has happened and when, invite the parent / carer to come to the Academy, if you have to go to hospital ask the parents / carers to meet you there.

- Arrange for appropriate first aid, if they have been injured / severely injured, contact parents again and update them of the recovery and if the pupil has been injured.
- Arrange for an ambulance to be called as above.
- In the event we have a pupil who has been diagnosed with epilepsy and they require medication to stabilise them due to a seizure we will receive training as a whole staff team – we currently do not have any pupils diagnosed with epilepsy.

#### **11.4 Diabetes**

- An Individual Healthcare Plan will be developed;
- Pupils diagnosed with Type 1 diabetes and have been prescribed insulin will be supported by staff who have specifically agreed to this responsibility and have received training and support from the Diabetic Nurses Team.
- A suitable private place will be provided for pupils to carry out blood tests and administer doses, e.g. Medical Room;
- Pupils will not be prevented from eating drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- If a pupil has a hypo, they will not be left alone; a fast acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink will be given immediately.
- Once the pupil has recovered, slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, will be given, some 10-15 minutes later.

#### **11.5**

##### **Encopresis**

If the pupil is diagnosed with Encopresis (soiling clothes) the parent/carer will be asked to provide the Academy with a spare set of clothes. These will be labelled and kept in the office on either campus.

##### **Plan:**

- If soiling occurs, a member of staff will quietly ask the pupil to leave the class with them, will collect the spare clothes and accompany the pupil to an area where the pupil can clean and change themselves with staff member adhering to all safeguarding protocols.
- The soiled clothes will be bagged and either sent home or washed at Academy. The pupil must then bring back a spare set of clothing from their place of residence the next day. Parent/Carer should be informed of the intervention carried out within Academy.
- If a pupil soils and there are no spare clothes, every attempt will be made to find them a suitable change of clothes from either the PE department or spare clothing located within Academy.
-

## **12 LIABILITY AND INDEMNITY**

The Governing Body will ensure that the appropriate level of insurance is in place for staff providing support to pupils with medical conditions and appropriately reflects the level of risk.

The Academy will contact their insurers to extend their cover should a medical intervention fall outside the conditions covered by this policy.

## **13 COMPLAINTS**

Parents/pupils should discuss any concerns directly with the Academy if they become dissatisfied with the support provided. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Academy's complaints procedure.

## **14 ACADEMY PROCEDURES FOR MANAGING MEDICINES**

- 1 Medicines should be brought to the Academy office by parents/carers, pupils or taxi drivers. The designated member of staff will ask the parent to sign the relevant consent form or check the form downloaded from the Academy's website.
- 2 The designated person will check that the
  - medicine is in its original container as dispensed by a chemist and details match those on the form;
  - label clearly states the child's
    - first and last name
    - name of medicine
    - dose required
    - method of administration
    - time/frequency of administration
  - patient information leaflet is present to identify any side effects;
  - medication is in date
- 3 The designated person will log the medicine in the record book and store the medicine appropriately
  - Medicines requiring refrigeration will be kept in the fridge in a clean storage container
  - A daily temperature of the fridge will be taken and recorded.
- 4 The designated person will administer medication at the appropriate time.
- 5 The following procedure will be followed:
  - The pupil will be asked to state their name – this is checked against the label on the bottle, authorisation form and record sheet.

- The name of the medicine will be checked against the authorisation form and record sheet.
  - The time, dosage and method of administration will be checked against the authorisation form and record sheet.
  - The expiry date will be checked and read out.
  - The medicine is administered.
  - The record sheet is signed by the designated person and the witness (*Controlled medication must be witnessed by a second adult. Some Academy's prefer that all medication is witnessed by a second adult*)
  - Any possible side effects will be noted.
  - The medicine is returned to appropriate storage.
- 6 If a child refuses to take their medicine, staff will not force them to do so. Staff will record the incident and follow agreed procedures (which are set out in the pupil's Healthcare Plan) and contact parents. If a refusal results in an emergency, the emergency procedures detailed in the Healthcare Plan will be followed.
- 7 If the designated person has concerns about a procedure or a medication that they are being asked to administer they will not administer the medicine, but check with the parents or a health professional before taking further action.