



Medical Treatment of Students Policy

Introduction

The Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, the Academy has adopted the guidance published by the DCSF/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide". This publication may be accessed through www.education.gov.uk.

All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the child and parents for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means the student's main carers whether or not they have parental responsibility.)

Aim

This document aims to:

- Provide a clear policy and set of procedures understood and accepted by staff, parents and children which provide a sound basis for ensuring that students with medical needs receive proper care and support at the Academy;
- Identify the necessary safety measures to support students with medical needs (including long term or complex needs);
- Define individual responsibilities for children's safety;
- Set out the procedures to ensure the safe management of any medications; and
- Define the Academy's emergency procedures.

Children with long-term medical needs

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual children. The parent will be required to complete the relevant section of the Admissions Form and also a Medical Statement form as required from this. This may require contact from the relevant GP. Parents must work with the Principal to agree how the Academy will support the child.

Parents are responsible for informing the Academy of medical issues that arise during the student's time in the Academy.

Medicines in the Academy

Class teachers should be informed of any medication brought into the Academy at any time.

Written permission must be obtained from parents for the administration of **prescribed** medication in the Academy. No medication will be administered within the Academy that has not been prescribed by a doctor/dentist/pharmacist.

In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

No medicine should be accepted if the label or packaging has been altered in anyway.

Medicines should not be accepted into the Academy if the pharmacy label states to take "As prescribed by the doctor or "as directed"

This is however ok for inhalers and epipens if it states what a single dose is i.e. two puffs and the maximum dose in a 24 hour period.

Disposal of Medicines in the Academy

These should be taken to a local pharmacy by two members of staff and a record of the medication and a signature from the pharmacist needs to be obtained.

The medication must be checked for the child's name and date prescribed.

All medicines should be kept in a locked medicine cabinet that is secured to the wall or floor Or in the medical room lockable fridge for temperature sensitive medicines. No food or drink should be kept in the same fridge that medication is being stored in to avoid cross contamination. In should be administered in strict accordance with the product instructions and in the original container in which it was dispensed, no single doses of medicine or tablets should be accepted. This should also include the prescriber's instructions for administration.

Inhalers and Epi Pens should **not** locked away and should be readily available if required and the child made aware of where they are within school if they are needed.

A medication register should be completed for each individual child to state the following information:

- Date the medicine was brought into school
- Name of the person who has brought the medicine into school
- The name of the medication
- The amount supplied – for liquids exact amount is not required & not possible for inhalers/epi pens
- The form of medicine i.e. tablet, medicine, capsules.
- The Expiry date – this is not required for antibiotics as the expiry date is the date of the last expected dose.
- Dosage regime – a check should be done with the consenting adult to establish when previous doses of have been taken.

The following information should also be recorded on the Medication register to monitor administration of a medicine:

- Date medicine given
- The name of the medication
- The amount/dosage given
- The amount of medicine left
- The time the medicine was given
- The name of the person administered by
- Any comment/additional information

If a parent comes into school to administer medication this still needs to be recorded on the child's medicine register.

Only named persons should administer the medicine to a child.

If a child is absent from school during the course of his/her medication and a medicine register is in place in school the absence needs to be recorded on the sheet.

Where possible the medicine should be administered with two adults present but not at the detriment of a child not being able to get their medication on time.

Any data on the medicine form should **not** be altered in any way, typed out or crossed out and initialled. If a mistake is made on the form the error should be marked with an asterisk and the correct information entered onto a new line on the medicine form with an asterisk at the side of the new entry with the words "ENTERED IN ERROR, SHOULD READ".....

Always consider children's views when administering medicine, give the medication to a child in the medical room and respect their privacy from other children and visitors.

If a parent requests that a dose of medicine be altered in any way this must NOT be done.

Tablets/Capsules should NEVER be changed in anyway i.e. tablets should not be broken up/crushed for easier consumption and capsules should NEVER be broken open and the contents put into food or drinks as this changes how the medicine is absorbed by the body.

Responsibilities

Parents

Parents are responsible for making sure that their child is well enough to attend the Academy.

Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours.

Parents should provide the Academy with sufficient information about their child's medical condition and treatment or special care needed at the Academy.

Parents are responsible for ensuring that these details are up to date.

Parents are responsible for ensuring that any medicines that need to be administered during the Academy day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.

Where appropriate, parents should be involved in drawing up a Healthcare Plan for their child with the Special Educational Needs and Disabilities Coordinator.

The Academy

No members of staff are obliged to give, or oversee the giving of medication to children. Only authorised (by the Principal) and suitably trained volunteers working are authorised to give or oversee the taking of medication. The Academy will only oversee the administration of medicines prescribed by a qualified medical practitioner. The Principal is responsible for ensuring that staff who agree to accept responsibility for administering prescribed medication to a child, have proper training and guidance organised as required by appropriate experts eg, Health Professionals. The Academy is responsible for requesting information concerning details of all students' medical conditions and treatment/care.

The Principal, in consultation with parents, is responsible for ensuring the formulation of individual Healthcare Plans where necessary.

The members of staff in charge are responsible for ensuring that appropriate arrangements are made for students with medical needs during off-site trips and sporting activities.

If a child has medication in school i.e. a box of tablets – then the complete box of tablets need to be taken so that the instructions for administration are present. A single does should not be removed for the purpose of a school trip.

The Principal is responsible for drawing up and implementing emergency medical procedures and First Aid arrangements.

The Principal is responsible for ensuring that all parents are aware of the Academy's policy and procedures for dealing with medical needs.

The Principal is responsible for ensuring that accurate records of medical intervention are maintained in line with good practice guidance.

Staff must act in accordance with this policy when dealing with a medical situation including giving or overseeing the giving of prescribed medicine to a child.

Procedures

Illness or Injuries in the Academy

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the child should be taken to the main office by the TA.

The Academy has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

If the teacher feels that the child is too ill or injured to be moved, then a designated First Aid member of staff should be called via the office. First Aid should be administered, as appropriate and the first aid book completed and the slip given to parents.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance must be called and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives. If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Academy off-activities and visits

The Academy believes that all children are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate children with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

Policy on specific medical issues

The Academy welcomes all students and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- An Anaphylactic Reaction

The Academy will keep a record of students who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

The procedure for the storage of asthma inhalers, insulin and epi-pens etc. is decided by the Academy, and included on individual child medical needs records. Permission is gained from parents to display these in the staff room, medical room and kitchen.

Monitoring and Review

The Principal will report on the management and progress of the policy to the Academy Council annually.

The Oasis Community Learning Board will review the policy at least every three years.

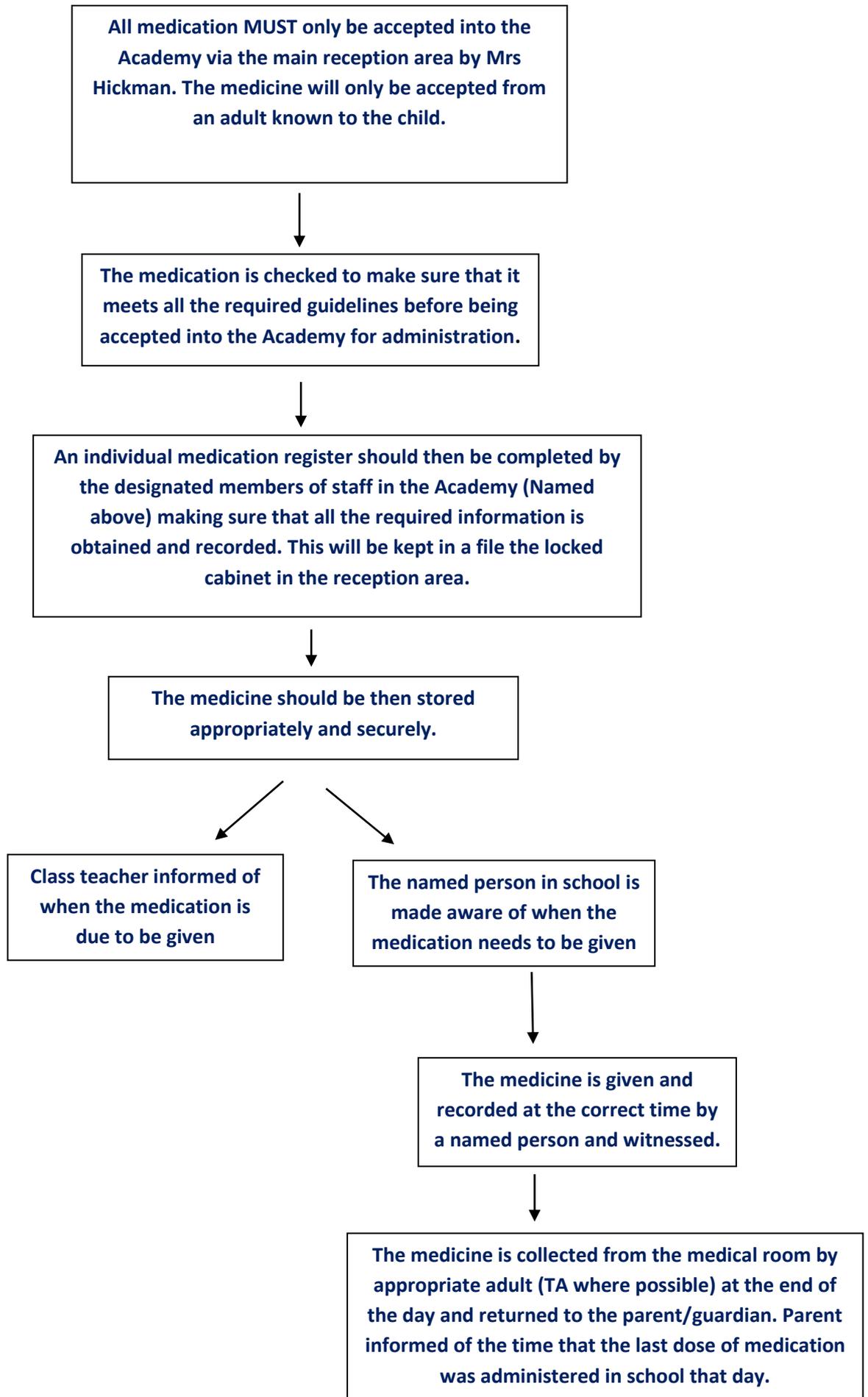
Useful contact details:

Ofsted Compliance Team: 0300 123 1231

RIDDOR: 0845 300 99 23

Manchester Children's Hospital: 0161 276 1234

Medicine Administration Flow Chart



MEDICINE'S IN SCHOOL QUICK REFERENCE GUIDE

- 1. If a Parent / Guardian brings ANY medication to you please direct them to reception.**
- 2. Mrs Hickman will complete the relevant checks and complete a medicine register – this will be kept in a file the main reception office in a locked cabinet.**
- 3. If a child does require medication during school hours the class Teacher and TA will be informed and advised of the time that they need it – the class TA should then bring the child down to the medical room at the appropriate time.**
- 4. The medication will be administered by Mrs Hickman/Miss Latham and witnessed by the class TA.**
- 5. If medication needs to go home at the end of the day the class TA needs to come to reception and collect it to give to Parent/Guardian. NO medicine should be given to a child/put in their bag.**
- 6. If the same medication is brought into school the following day – The class Teacher/TA to accept from the parent and bring to reception for storage in the locked medicine cabinet and the above process for administration followed.**

**FOR REFERENCE – NO UNPRESCRIBED MEDICINES WILL BE ACCEPTED INTO THE
ACADEMY.**