

Ormiston Sandwell Community Academy

Supporting students with medical needs policy

Date adopted: 15/1/18

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Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	1.

Ormiston Academies Trust

Supporting students with medical needs policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Sarah Bloomer – Safeguarding
Review date	March 2018
Description of changes	<p>Section 1 – Home remedies added into definitions.</p> <p>Section 3.2 Training – addition made to ensure that all students are accompanied to the appropriate office when identified as feeling ill.</p> <p>Section 3.2 Addition to train staff but ensure that staff always read the lable of the medication and compare to the instructions offered by the parent/carer.</p> <p>Section 3.3 Addition of Defibrillators.</p> <p>Section 4.3 Updated on students self medicating and safeguarding against accidental overdose.</p> <p>Section 4.7 Addition made to training – always read the label of the medication and check against information provided by the parent/carer.</p> <p>Section 4.8 Unacceptable practice updated.</p> <p>Section 5 – NEW SECTION on Home remedies – needs consideration before adapting.</p>
Name and date of line manager’s approval	Paula Arrowsmith March 2018

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I. Policy statement and principles

I.1 Policy aims and principles

The academy wishes to ensure that students with medical conditions and specific medication needs receive appropriate care and support at the academy. We also aim to ensure that students with medical conditions are able to participate fully in all aspects of academy life.

The principal will accept responsibility in principle for members of the academy staff giving or supervising students taking prescribed medication during the academy day where those members of staff have volunteered to do so.

The academy will treat any medical information about a student as confidential and it will only be shared on a need to know basis to ensure that the student receives the most appropriate care and support during their time at the academy.

Please note that parents should keep their children at home if acutely unwell or infectious.

Key definitions used within this policy:

- 'Medication' is defined as any prescribed over the counter medicine
- 'Prescription medication' is defined as any drug or device prescribed by a doctor
- 'Home remedies' is defined to mean any medication that can be purchased over the counter in a pharmacy or herbal supplier that is designed to alleviate discomfort from illness.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

I.3 Monitoring and review

This policy will be reviewed every two years or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective.

If there are urgent concerns these should be raised to **Sue Bowron**, Finance Director with responsibility for

Health & Safety in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

2.1 Key personnel

Andrew Morgan		Senior Vice Principal and Deputy Designated Safeguarding Lead
Contact Details	Email	andrew.morgan1@ormistonsandwell.org.uk
	Telephone	0121 552 5501
Sarah Dickens		SENDCO
Contact Details	Email	sarah.dickens@ormistonsandwell.org.uk
	Telephone	0121 552 5501 ex.1031
Gaynor Garner		Transition / Pastoral Lead and Designated Safeguarding Lead
Contact Details	Email	gaynor.garner@ormistonsandwell.org.uk
	Telephone	0121 552 5501 ex.1042
Chris King		First Aid Officer
Contact Details	Email	chris.king@ormistonsandwell.org.uk
	Telephone	0121 552 5501 ex.1016

3. Supporting students

The academy will work with parents and medical professionals to enable the best possible support for students. Parents are responsible for providing the academy with comprehensive information regarding the student's condition and medication. Once the academy has received information about a student with a medical condition, all relevant members of staff will be made aware of this. The academy will agree a specific procedure with the parents and the student once it is notified that a student has a medical condition, including any transitional arrangements between schools. For new students, arrangements will be in place at the start of term and for a new diagnosis or for students starting mid-term, within two weeks.

We understand that students with the same condition may require different treatment and support, therefore it is our policy to involve the student (if applicable) and their parents when making support arrangements for an individual. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The academy aims to be an inclusive environment and will therefore endeavour to obtain good attendance from all students, including those with medical needs. We will not send students home frequently or prevent them from taking part in activities at the academy where possible. Staff will make reasonable adjustments to include students with medical conditions in lessons and in circumstances where this is not possible the academy will inform the student and parents of any alternative arrangements that will be put in place. The academy will do everything possible to support the attendance of students with medical needs. Where absences relate to their condition then the student will not be penalised. The academy will conduct risk assessments for school visits, holidays and any other school activity outside of the normal timetable, taking into account any medical condition a student may have.

Medical evidence and opinion will not be ignored and there may be times where the academy requires to contact medical professionals directly. The academy will always request authorisation for contacting medical professionals unless the academy considers that disclosing this information would be detrimental to the student.

3.1 Long term or complex medical conditions

For each student with long-term or complex medication needs the academy will ensure that an Individual Health and Care Plan (IHCP) is drawn up **Chris King**, First Aid Officer (template attached to this policy), in conjunction with the appropriate health professionals. This may involve a meeting with the parents and student to discuss arrangements for how the academy can support the student whilst in education.

Individual Health and Care Plan (IHCP)

IHCPs will be easily accessible whilst preserving confidentiality. The IHCP will be monitored and reviewed at least annually or when a student's medical circumstances change, whichever is sooner.

Where a student has a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP), the IHCP will be linked to it or become part of it.

Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

3.2 Training

The Principal will ensure that members of staff receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction and will receive regular and ongoing training as part of their development.

All staff will receive (annual/termly) training on identification of signs and symptoms of illness (with special attention given to the illnesses that have been identified to the academy for that academic year) and where to accompany the student to in these cases, first aid office at the front of the academy. Staff must always ensure that a student is accompanied to the first aid office, lest they should need additional support on the way due to fainting or vomiting etc.

If a student has a specific medical need that requires one or more staff members to undertake additional training this will be identified on their IHCP.

The academy will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy. In the absence of **Chris King**, first aid officer; **Lydia Cooper**, Admin support will undertake duties as stated in this policy.

3.3 Emergencies

Medical emergencies will be dealt with under the academy's emergency procedures (please see staff handbook for details) unless an IHCP is in place and this amends the emergency procedures for a student.

If a student needs to be taken to hospital, a member of staff will remain with the student until a parent or known carer arrives.

All staff will be made aware of the procedures to be followed in the event of an emergency. Students will be informed in general terms of what to do in an emergency i.e. telling a member of staff.

3.4 Defibrillator

The academy has a **HeartStart FRx** automated external defibrillator (AED).

The AED is stored outside the first aid office in an unlocked, alarmed cabinet.

All staff members and pupils are aware of the AED's location and what to do in an emergency.

No training is needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members are trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

3.5 Insurance

Staff members who undertake responsibilities within this policy are covered by the academy's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Finance Director, **Sue Bowron**.

4. Process for administering medication

4.1 Medication administration within the academy

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of academy hours. If this is not possible, the following policy will apply.

Each item of medication must be delivered to the principal or authorised person (listed in this policy) by the parent / carer. Medications provided by other individuals, and passing medication to another student will not be permitted on academy premises and if found will be dealt with under the **Behaviour Policy** and **Drug, Alcohol and Tobacco Policy**.

Medication must be provided in a secure and labelled container as originally dispensed. Medication will only be accepted if the academy has received a completed medication administration form (available from the academy or attached to this policy) and each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage (how much and for how long)
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Amount of medication provided – please note that the academy will only accept a maximum of four weeks supply or until the end of the current term, whichever is sooner.

Medicines which do not meet these criteria will not be administered.

It is the responsibility of the parents to renew medication when supplies are running low, to ensure that the medication supplied is within its expiry date and to notify the academy in writing if the student's need for medication has ceased.

The academy may request additional information (such as doctor's note or prescription slip) prior to administering medication. This will only be done in rare situations where the academy believes that this is a reasonable request. Renewed authorisation or additional information may also be requested where medication is taken for a prolonged period without diagnosis, this will ensure that the correct medication and dosage are still being administered by the academy.

The academy will not make changes to dosages on parental instructions alone. For prescription medication, a doctor's note or new prescription slip will be required and for non-prescribed medication any alteration must be within the recommended guide appropriate for the type of medication.

4.2 Medication administration outside of the academy

Where the student travels on academy transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration during respite care.

The academy will make every effort to continue the administration of medication to a student whilst on trips away from the academy premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a trip if appropriate supervision cannot be guaranteed, or alternative arrangements would not be reasonable for the academy to provide.

If the student is on a trip when medication is required, the student or an authorised member of staff will carry the medication. Parents and students will be informed of the process for taking medication whilst on the trip in advance.

4.3 Administering the medication

Students will never be prevented from accessing their medication; however, medications will only be administered at the academy if it would be detrimental to the student not to do so.

Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the principal will delegate the responsibility to another staff member.

If a controlled drug is required to be administered, this will only be done so by a qualified staff member who is fully trained in administering a particular type of drug.

All students requiring medication should report to the first aid office at the front of the academy where their medication will be securely stored. Medication will be administered and recorded in accordance with the instructions provided by the parent / carer by the academy first aider, **Chris King**.

Where it is appropriate to do so, students will be allowed to administer their own medication for example a Ventolin inhaler may be carried by the student. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in the academy. This would be assessed by the academy depending on the type of medication (and potential consequences if mis-administered) and the competency of the child to self-administer.

In some cases, it may be a child is given permission to self-administer the medication under supervision from a staff member to safeguard against accidental overdose. In these cases, the medication will be appropriately stored by the academy who will allow the student access as needed.

If a student refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the academy's emergency procedures will be followed. Any refusal to take medication will be recorded.

If a student does not take the medication expected to be taken on a day or for a period, then the reason for this will be recorded. Reasons could include: student absence; parents collecting the student to administer medication themselves; student not turning up for medication where this is the arrangement.

The academy cannot be held responsible for side effects which occur from any medication taken. Any side effects suffered by the student will be noted and the academy first aid or emergency procedures will be implemented when necessary.

4.4 Storage of medication

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in the academy will be kept in a locked medicine cabinet.

Students will be informed of where their medicines are always and can access them immediately (accompanied by authorised academy staff). Where relevant, the Student will be aware of who holds the key to the medicine cabinet. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to students and not locked away.

All medication will be stored securely in line with the above requirement in the first aid office.

Only authorised academy staff will have access to where medication is stored. No student will be left unaccompanied where medication is accessible.

4.5 Disposal of medication

Academy staff will not dispose of any medicines.

Medicines which are in use and in date should be collected by the parent / carer at the end of each term. Date expired medicines, those no longer required for treatment or when too much medicine has been provided will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

4.6 Record keeping

The academy will keep records of:

- The medication stored
- The quantity
- When the medication has been taken
- Reasons for medication not being administered when medication was expected to be taken
- Any medication returned to parents / carers and the reason.

Medication records will be made available for parents on request.

4.7 Training

The academy will ensure that staff members who volunteer to assist in the administration of medication will receive appropriate training / guidance through arrangements made with the School Health Service.

No staff member may administer prescription medicines, administer drugs by injection or undertake any healthcare procedures without undergoing training specific to the responsibility.

The academy will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

The member of staff must always properly read the labels of the medication provided and check the details against the medication information provided by the parent.

4.8 Unacceptable Practice

The academy will never:

- Assume that students with the same condition require the same treatment
- Prevent students from easily accessing their inhalers and medication
- Ignore the views of the pupil and/or their parents/carers
- Ignore medical evidence or opinion
- Send students home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHC plan
- Send an unwell student to the first aid office alone or with an unsuitable escort
- Penalise students with medical conditions for their attendance record, where the absences relate to their condition
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they must give up working because the school is failing to support their child's needs
- Create barriers to children participating in school life, including school trips
- Refuse to allow pupils to eat, drink or use the toilet when they need to to manage their condition.

5. Home Remedies

The academy will not allow the use of home remedies under any circumstances. If needed at the request of parent/carer and or doctor, this may be reviewed on a case by case basis were an Individual Health Care Plan will be drawn up by the academy first aid officer, **Chris King**.

Students taking part in academy trips who may need travel sickness medication will need to complete the required trip pack where the trip leader will review this on a case by case basis. All trip packs are vetted by **Sue Bowron**, in-line with the academy visits policy.

Record Keeping

If home remedies are kept on site **Chris King**, academy first aid officer will keep a record of what is kept on site, when it is used, who administered it, date, time, amount and to which student in-line with their Individual Health Care Plan. An audit of the home remedies kept at the academy will be done every half term to ensure that all medication is accounted for and remains in date.

Residential Trips

Trip leaders will review and plan on a case by case basis if home remedies such as 'paracetamol' on residential trips should be used if a student was to fall ill but not so ill as to need a doctor. In this case parents should be advised of which home remedies staff will have with them and give specific permission for it to be used on the residential. All effort should be made to make parent contact (ideally before) but certainly after to inform them that the home remedy was administered.

Records must be kept in every case.

Individual Health Care Plan

To be completed for each student with long-term or complex medication and that the Medical Administration Form is attached

Name of student:		Date of birth:	
<hr/>			
Group / class / form / teacher:		Student address:	
<hr/>			
Date plan drawn up:		Date to be reviewed:	
<hr/>			
Contact information: Please complete with the details of <u>two</u> primary contacts for student			
Name			
Address			
Daytime number			
Evening number			
Relationship			
<hr/>			
Medical contact information: Please complete with the details of medical contacts			
Contact	GP	Clinic / hospital contact	
Name			
Address			
Phone number			
<hr/>			
Medical condition / illness and resulting needs, including medication: Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.			

<p>Daily care requirements: i.e. sport / lunchtime / arrangements for academy trips etc.</p> <p>Note down separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. separate risk assessment if necessary</p>	
<p>Specific support and level of support required: For student's educational, social and emotional needs.</p>	
<p>Who is responsible for providing support in the academy (and cover arrangements when they are unavailable):</p> <p>Who in the academy needs to be aware of the student's condition:</p>	
<p>Emergency information: Describe what constitutes an emergency for the student, and action to be taken if this occurs.</p>	
<p>Follow up care:</p>	
<p>Who is responsible in an emergency (and cover arrangements when they are unavailable): State if different on off-site activities.</p>	
<p>Medical Administering</p> <p>Written consent received from Parents for pupil to self-administer during school hours</p>	
<p>Written consent received from Parents for [Member of Staff] to administer medicine to [name of student] during school hours</p>	
<p>Written consent received from Headteacher for pupil to self-administer during school hours</p>	

Written consent received from Headteacher for [Member of Staff] to administer medicine to [name of student] during school hours		
Other information: [e.g. where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.]		
Staff training needed / undertaken: Who, what, when?		
	Signed:	Date:
Parent / carer		
Student (if appropriate)		
Principal		
SENCO		
GP		

Medication Administration Form

The academy will not administer medicine unless you complete and sign this form.

Student's name:	Tutor group:
Address:	GP address:
Date of Birth:	Known allergies:
Medical condition / illness:	

I parent / guardian of the above named student give my consent for academy staff to administer the following medication in accordance with the academies supporting students with medical needs policy. This information will be shared with those staff who will be caring for the student and therefore may need to know the following details.

Name and type of medication <small>(e.g. paracetamol, ibuprofen)</small>	Amount provided <small>(e.g. x25 tablets)</small>	Dose to be given <small>(e.g. 1x tablet, 10ml)</small>	Time to be given <small>(e.g. 08:00am, 05:00pm)</small>	How to be given <small>(e.g. spoon, orally by syringe, applied to skin)</small>	Expiry date
Special precautions / other instruction:					
Are there any side effects to the medication/s that the academy needs to know about?					
Self-administration: (delete as appropriate)				Yes / No	

The above information is, to the best of my knowledge, accurate at the time of writing. I understand that I have the responsibility to inform OSCA immediately, **in writing**, if there is any change in dosage or frequency of administration of the medication and to provide the appropriate medication for OSCA to administer (see overleaf – note 1).

Signature of parent / guardian Date

Name of parent / guardian **(please print)**

Please see overleaf – Note 1

Note 1 – Information for parents / guardians (PLEASE READ)

Below are a few very important points to remember regarding the administration of medication in Ormiston Sandwell Community Academy (OSCA).

For medication to be given in OSCA:

1. Written consent on the form supplied by OSCA (overleaf) **must** be given by a person with parental responsibility for the student.
2. A new form is required each time there is any change to the student's medication or the way in which it is administered.
3. Details on the consent form must be completed by the person signing the form and must clearly show
 - a. The name and strength of the medication
 - b. The dose to be given
 - c. The time to be given (as advised by your doctor).
4. Medication sent into OSCA must be
 - a. In its original container and within any expiry date
 - b. Clearly labelled with the student's name
 - c. Clearly labelled with the name of the medication
 - d. Clearly labelled with the strength of the medication
 - e. Clearly labelled with the dose to be given, how often and at what time
 - f. Clearly labelled with the date it was dispensed.

This information must be printed on a label provided by the pharmacist at the time the medication was dispensed and there must be a separate label for each bottle or box.

5. Only medication prescribed by a doctor can routinely be given at OSCA.
6. All medication sent into OSCA must be handed into the first aid office and **not** put in the student's school bag.

If you have any queries or concerns, then please do not hesitate to contact us at OSCA.

We will be happy to answer any of your questions.

Thank you for your co-operation.

Medication Administration Record (MAR) Chart

Student's name:	Tutor group:
D.O.B:	Start date: End date:

Medication:	Carried forward:															Expiry date:							Month:								
Day	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time																															
Dose																															
Staff sign																															
Student sign																															

Medication Refusal Sheet

Student's name:	Tutor group:
D.O.B:	Supporting information:

Date	Reason for refusing medication	Action taken

Guidance for expiry dates - Medicines in use at OSCA:

For All Medication: Check manufacturer's expiry date on product first – the expiry date refers to the last day of the month.

Medication	Unopened: Stored following manufacturer's guidance	Expiry date once opened	Comments
Tablets & capsules in original blister strips or container with printed expiry date	Manufacture's expiry date	Follow guidance in Patient Information Leaflet (PIL)	PRN (when required) medication, wherever possible, should be used from the manufacturer's original pack. (The expiry date is printed on each strip.) Medicines kept for use in next month should be recorded in the 'carried forward' section of the MAR chart.
Loose tablets & capsules re-dispensed from original pack without a printed expiry date	Follow guidance from dispensing Pharmacy or GP dispensary	Follow guidance from dispensing Pharmacy or GP dispensary	
Tablets & capsules re-dispensed into a Monitored Dosage System (MDS)	As labelled by the dispensing pharmacy or GP dispensary	As labelled by the dispensing Pharmacy or GP dispensary	This may be printed on the back of the blister pack.
Oral liquids in original pack	Manufacture's expiry date	Follow guidance in PIL	Estimate the amount of any liquids carried over.
Oral liquids re-dispensed into Pharmacy bottle	Use guidance from dispensing Pharmacy or GP dispensary	Use guidance from dispensing Pharmacy or GP dispensary	Medicines retained for use should be recorded in the 'carried forward' section of the MAR chart.
Creams / Ointments	Manufacture's expiry date	Follow guidance in PIL	Write the DATE when opened on the dispensing label.
Eye drops / Ointment	Manufacture's expiry date	Follow guidance in PIL NB some preps may be used for up to 6 months	
External liquids (e.g. Lotions, shampoos & bath oils)	Manufacture's expiry date	Follow guidance in PIL	
Ear drops	Manufacture's expiry date	Follow guidance in PIL	
Nose drops / sprays	Manufacture's expiry date	Follow guidance in PIL	
Inhalers	Manufacture's expiry date	Follow guidance in PIL	If inhalers / sprays are used on a PRN basis, keep for on-going use, do not routinely re-order each month. Write details on current MAR chart.
Glyceryl trinitrate sprays	Manufacture's expiry date	Manufacture's expiry date	
Insulins	Manufacture's expiry date when stored in a fridge at temperature between 2°C and 8°C	When in use can be kept at normal room temperature (i.e. less than 25°C) for 1 month	One pen / cartridge will often be sufficient per month. (A box of 5 will rarely be needed every month.) Ask the GP to prescribe the nearest number of pens / cartridges needed per month to reduce stock piling.

Reference from: Coventry and Warwickshire Area Prescribing Committee Document 2016.