

Shireland Collegiate Academy Trust Policy

# S-CAT Medical Needs Policy

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## Aims

The policy aims to ensure that:

- Students, staff, parents, and carers understand how Academies within the Shireland Collegiate Academy Trust (S-CAT) support students with medical conditions.
- Students with medical conditions are supported to allow them to access the same educational opportunities as other students, including school trips and sporting activities.

## Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing bodies to make arrangements for supporting students with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with the Trust's Articles of Association and the Funding Agreement of each Academy within the Trust.

## Roles and Responsibilities

### Trust Board

- Ultimate responsibility to make arrangements to support students with medical conditions
- Ensure that there is a policy in place for supporting students with medical conditions
- Ensure that appropriate insurance cover is in place to implement this policy

### Principal/Head of Setting

- Ensure that all staff in the Academy/setting are aware of this policy and understand their role in its implementation
- Sign the indemnity statement (in indemnity forms). Ensuring that the insurance arrangements provide full cover for staff acting within their scope of employment
- Ensure there are enough trained staff available to implement this policy and deliver against Healthcare Plans, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a student's condition
- Ensure that Healthcare Plans are reviewed, updated at appropriate times, and accurate records are maintained
- Ensure that Healthcare Plans are reviewed annually or when the student's condition changes

- Responsible for making decisions about administering medication in the Academy/setting, guided by this policy
- Share information with parents to ensure the best care for the student
- Ensure that parents' cultural and religious views are always respected
- Ensure that parents are made aware of this policy and procedures regarding medical needs
- Advise and help to organise training and support for staff.

#### Academy Appointed Person(s) for First Aid

- Liaise with health professionals when necessary to gather information about a child's medical needs to ensure that students needs are known and addressed
- Advise the Academy/setting on the need for Healthcare Plans for students with medical needs and provide information about student's medical conditions to the Academy as required e.g., trips
- Liaise with School Health Nurses and families about Healthcare Plans for students with medical needs
- Monitor and update changes to students medical needs as advised by family and healthcare professionals
- Work in regard to data protection regulations
- Administer medication when required in accordance with this policy.
- Signpost students and their families for advice and support on relevant health issues

#### Staff

- Participate in training provided concerning students medical needs
- Be aware of students in their care with medical needs and be aware under what circumstances the student may require monitoring
- Be aware of the Appointed Person(s) for First Aid within the Academy/setting
- Be aware of the times in the day where other staff have responsibility for students e.g., during break time
- Ensure they have read and understood this policy

#### Parents/Carers

- Provide the Academy with accurate and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's Healthcare Plan and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the Healthcare Plan.
- Ensure their child understands their responsibility in managing their own medical need and seek support from staff if required,

- When medication is to be administered in the Academy, parents/carers are required to:
  - Provide sufficient medication and ensure that the medication is in its original packaging and correctly labelled
  - Replace supplies of medication as required
  - Give permission for medication to be administered if required in the Academy/setting
  - Confirm if the child is competent to self-administer medication or assistance is required

## Students

Students with medical conditions may be able to provide information about how their condition affects them. Where possible, students should be involved in discussions about their medical support needs and contribute as much as possible to the development of their Healthcare Plan. Students are also expected to comply with their Healthcare Plan.

## School Health Nurses and Other Healthcare Professionals

The NHS School Health Nurse service will notify the Academy/setting when a student has been identified as having a medical condition that will require support. Wherever possible, this will be before the student starts at the Academy/setting. They may also support staff to implement a student's Healthcare Plan. Healthcare professionals will liaise with the NHS School Health Nurses and notify them of any students identified as having a medical condition. They will also provide advice on developing Healthcare Plans.

## Healthcare Plans

Healthcare Plans will be reviewed at least annually, or earlier if there is evidence that the students' needs have changed.

Healthcare Plans will be developed with the students' best interests in mind and will set out:

- What needs to be done
- When and by whom

Not all students with a medical condition will require a Healthcare Plan. If a Healthcare Plan is required it will be agreed between a healthcare professional and the family. Healthcare Plans will be linked to, or become part of, the student's Education, Health, and Care Plan (EHCP) if the one has been issued. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following information will be considered when deciding the on the information to record on Healthcare Plans:

- The medical condition, its triggers, signs, symptoms, and treatments
- The student'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 student's educational, social, and emotional needs. For example, how absences will be managed, requirements for additional time to complete exams, use of rest periods, additional support in catching up with lessons or related counselling sessions.
- The level of support needed for the student, including in an emergency. If a student is self-managing their medication, this will be clearly 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 student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the student'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 student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

## **Management of Medications**

### **Agreement to Give Medication in the Academy/setting**

A request form must be completed each time there is a parental request for medication to be administered/stored in the Academy/setting.

- Appendix A for prescription medication
- Appendix B for over-the-counter medication

Any request to administer the medication must be agreed by an Appointed Person(s) for First Aid at the Academy/setting. The request form must be signed by the Appointed Person(s) for First Aid and the parent/carer. The form will be kept on file with a copy of the form retained by the parent/carer.

Where a child is self-administering medication, it must be stated on the request form.

Changes to the administration of medication will only be accepted when received in writing.

### **Long Term**

When the medication is to be administered on a long-term basis (to be taken for more than 2 weeks), confirmation from the child's General Practitioner (GP) or consultant must accompany the request.

### **Short Term**

When the medication is to be administered on a short-term basis (to be taken for less than 2 weeks), families need to include instructions for use on the request form (Appendix A or Appendix B). Medication, such as a course of antibiotics, should only be administered within school hours if prescribed to be taken four times a day. Consideration will be made by the Principal if medication is required less than four times a day if exceptional reasoning is provided such as the child's age or requirement to provide before/after mealtimes.

### **One off events**

#### **Analgesia (Pain Killers) & Non-prescribed hay fever medication**

In exceptional circumstances (pupil is in severe pain/severe allergy) and subject to parents/carers consent (Appendix B), the school may issue Paracetamol/non-prescribed hay fever medicine to a pupil as a one-off event.

Any such decision shall be overseen by the Appointed Person(s) for First Aid and following contact with parent/carer to check:

- The parent/carer gives consent (verbal consent is acceptable, but this will be monitored)
- Any previous doses of medication with the last 24hrs
- That the medication has been given previously without causing adverse effect
- Any medication allergies

A written record will be kept of any medication administered by staff in the Academy/setting either using Appendix C or medical tracking software (including Arbor or Medical Tracker).

If a pupil suffers from pain regularly the parent/carer will be encouraged to seek medical advice.

Routine antihistamines should be given to the pupil prior to the start of the school day. The Academy/setting will not give antihistamines unless it is a severe allergy.

#### **Receiving Medication in the Academy**

All medication must be handed by the parent to the Receptionist or the Appointed Person(s) for First Aid. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or a pump rather than its original container.

Prescription medications will only be accepted by the Academy/setting if the medication is clearly labelled with the following:

- The child's name
- The name and strength of the medication
- The dosage and time when the medication needs to be administered
- The expiry date
- Any special storage arrangements

Over-the-counter medications will only be accepted by the Academy/settings if the medication is accompanied by written consent (Appendix B) and the medication is:

- In its original packaging with clearly labelled instructions
- Within its expiration date

### Storage of Medication

Any medication received into the Academy/setting must be stored in a secure (locked) cabinet in a designated area of the site, except for some emergency medication which must be readily available at all times. Some medication may need to be stored at low temperatures and must therefore be kept in a secure (locked) fridge located in a designated area of the site. Some emergency medicines may be needed by the students at short notice and it may be appropriate for students to carry this form of medication with them. The Academy should make such decisions based on individual circumstances in liaison with the family and the Appointed Person(s) for First Aid.

Students with Nursery or Primary settings who require emergency medication will have the medication in their classroom.

Students within Secondary settings who require emergency medication should be allowed to carry them to ensure easy access in the event of an emergency.

Students within Secondary settings who require an adrenaline auto injector (e.g., EpiPen) must carry one at all times due to the size of the site. Each school will hold an appropriate number of spare auto injectors in an accessible place.

### Administering Medication

Before a student is given a medication, the following should be checked:

- Student name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label
- Written instructions on the request form (Appendix A or Appendix B) signed by parents and signed by the Appointed Person(s) for First Aid

Once the medication has been administered, the log sheet (Appendix C) must be completed and signed both by the student (where able to) and the member of staff to acknowledge the medication has been administered.

Teachers' conditions of employment do not include the administration of medication or the supervision of students who administer their own medication; this is also true of most non-teaching staff. Some staff may however volunteer to administer medication.



Any staff willing to accept this responsibility will receive proper training, guidance, and be made aware of the possible side effects of the medication where these occur.

Children should never be given aspirin or any medicines containing aspirin unless prescribed by a medical professional.

### Emergency Medication

Academies holding their own supply of additional emergency medication (e.g., adrenaline auto injectors or asthma inhalers), must ensure it is readily available in an emergency.

- Emergency spare adrenaline auto injector will only be given to pupils where the medication is identified within their Healthcare Plan
- Emergency inhalers will only be given to diagnosed Asthmatic students who parents provide annual written consent

### Controlled drugs for ADHD

Controlled drugs are sometimes prescribed for students with attention-deficit hyperactivity disorder (ADHD). The standard drug is short lasting, and some students may require a dose at lunchtime in the Academy. Only small stocks of these types of medication will be kept on the Academy site. Two staff will sign that they have given the medication.

### Staff and visitors requiring medication

If Academy staff need medication during the working day, they are required to bring this to the Academy with them. Staff who require medication should self-administer and the medication brought onto the Academy site should be kept in a secure area which is not accessible by students.

NB: 'Staff' in this case includes all teaching, non-teaching, contract staff, visitors, and volunteers.

### Safe Disposal of Medicines

Medicines should be returned to the parents/carers when:

- Treatment is finished
- The label becomes detached or unreadable
- The expiry date is reached

At the end of every term a check should be made of the medicine cabinet. Any medicine, which has not been returned to parents/carers and is no longer required, out of date, or not clearly labelled should be disposed of safely by returning it to the parents/carers or local pharmacy. All medication returned must be recorded.

No medicine should be disposed of into the sewerage system or into the refuse as this practice is illegal.

### Safe Disposal of Medical Waste

If a student requires injections, it is the parent's responsibility to provide the equipment required in order that these can be given. Parents/carers may provide sharps containers, for use to dispose of any needles. Sharps containers must be used for disposal of any sharp implements which may have become contaminated with bodily fluid. Sharps containers must be kept in the designated medical /first aid area in the Academy/setting.

### Storage, Use and Transportation of Oxygen Cylinders

It is rare for oxygen to be required in the Academy. A risk assessment would need to be completed to ensure appropriate storage, arrangements for supply use and maintenance, and training. The specialist paediatric team which cares for the child will be able to assist with this.

## Appendix A – Request Form for Academy to Administer Prescription Medication

Staff will not administer any medication unless this form is completed and signed.

All medication must be handed by the parent/carer to the Receptionist or the Appointed Person(s) for First Aid.

### Student Information

Academy/setting			
Name of child		Date of Birth	
Address			
Daytime telephone			

### Medicine Information

Name of medicine			
Expiry date			
Dosage required and time to be taken in school			
Self-administration	Please circle one	YES	NO
Special precautions (e.g. take after eating)			
Are there any known side effects?			
Start Date		Finish Date	

This medication has been prescribed for my child by the GP/other medical professional whom you may contact for verification (where applicable).

Name of medical professional	
Contact telephone number	

I confirm that:

- It is necessary to give this medication during the Academy day
- This medicine has been given without adverse effect in the past
- This medication is within its expiry date, in the original container indicating the contents, prescribed dose and student's full name.
- The medication does not contain aspirin.

Signed (Appointed Person(s) for First Aid)		Date	
Signed (parent/carer)		Date	

**Please ensure a copy of this form is provided to parent/carer.**

## Appendix B – Request Form for Academy to Administer Non-Prescription Medication

Staff will not administer any medication unless this form is completed and signed.

All medication must be handed by the parent/carer to the Receptionist or the Appointed Person(s) for First Aid.

### Student Information

Academy/setting			
Name of child		Date of Birth	
Address			
Daytime telephone			

### Medicine Information

Type of medication (please circle)	Paracetamol	Calpol	Antihistamine
Expiry date			
Dosage required and time to be taken in school			
Self-administration	Please circle one	YES	NO
Special precautions (e.g. take after eating)			
Reason for needing non-prescription medication			

I confirm that:

- It is necessary to give this medication during the Academy day
- This medicine has been given without adverse effect in the past
- This medication is within its expiry date, in the original container indicating the contents, prescribed dose
- The medication does not contain aspirin

Signed (Appointed Person(s) for First Aid)		Date	
Signed (parent/carer)		Date	

**Please ensure a copy of this form is provided to parent/carer.**

## Appendix C– Log Sheet for Medication Administered on the Academy Site

### Student Information

Academy			
Name of child		Date of Birth	

### Record of Medication Administered

Name of medicine	
Expiry date	
Dosage required and time to be taken in school	

Date	Time	Dose/Amount Given	Staff Signature 1	Staff Signature 2 (if required)	Student Signature (secondaries)