



# Medical treatment of Pupils Policy

Date: June 2015





## **Medical Treatment of Pupils Policy**

### **Introduction**

Most pupils will at some time have a medical condition that may affect their short term participation in academy activities, but some have conditions that, if not properly managed could limit their long term access to education.

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.teachernet.gov.uk](http://www.teachernet.gov.uk).

Parents as the primary carers have responsibility for the health of the child and must inform the Academy about any medical condition, treatment or special care needed.

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 student and parents for their agreement prior to the disclosure. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

### **Purpose**

This policy provides a sound basis for ensuring that pupils with medical needs receive proper care and support at the Academy.

Pupils with medical requirements need to:

- Access a good general education
- Be included in as wide a range of activities as possible
- Stay safe
- Have their needs known by those responsible for them
- Be supported by multi-agency advice

It is a required element of Academy procedures that the administration of medicines both as a matter of routine and in emergency situations has clearly defined routines that are dictated by good practice and adhered to at all times by all parties.

It is important to note there is no legal duty, which requires staff to administer medication. Staff who assist with any form of medication in accordance with the procedures detailed within this guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures followed as delineated.

**EXCEPTION:** Indemnity will not be given in cases of fraud, dishonesty or criminal offences.



### **Responsibilities:**

The Academy Councillors and Principal retain the main responsibility for ensuring that the Academy systems comply with the law and keep both pupils and staff safe.

The Principal will designate an appropriate senior member of staff to work with support staff to (a) design and monitor those systems (b) agree procedures (c) support and help the designated teacher and (d) ensure that all staff have broad training

The Academy's appointed first aid officer will oversee the arrangements for first aid provision.

Teachers have a responsibility for ensuring that they are aware of pupils' medical needs, follow advice given and procedures for educational visits.

Health Professionals are responsible for sharing information and skills with staff as needed.

### **Procedures:**

#### **Illness in the Academy**

If a pupil becomes ill in a lesson and the teacher feels that medical treatment is required, the pupil should be sent to the Main Office, accompanied by another pupil if necessary.

The Academy has a strict policy that no medication 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 pupil is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home with the pupil.

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 pupil 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.

#### **Giving Medication:**

Records are kept of any and all medications issued. Before giving any medication, the official Administration of Medicines form must be completed in agreement with parents.

A pupil should take the medication themselves (from a table) and this should be logged in a record book by time and date and signed by 2 people, one of whom can be the pupil if they are responsible enough.

There should be two keys to the medicine cabinet, one of which is kept in main site offices.



No child should ever use another's medication.

### **Receiving Medication**

The parental consent form **MUST** be completed prior to acceptance of medication onto the Academy site. If two medications are required they must be dealt with as separate issues with the procedures being followed for each. All medication must be in the original container.

### **Identification of Medication**

All medication must have:

- The pupil's name
- The name and strength of the medication
- The dosage and the times when the medication should be given
- The expiry date

All medication must have written confirmation signed and dated by the parent. Where appropriate a doctor's note should be received to confirm the necessity for the medication to be administered during Academy hours. This must be handed to the designated member of staff and the details entered in a medication record book.

If a pupil refuses medication the Academy will notify the parents immediately.

### **Storage of Medication**

Medication must be kept in a locked cabinet, labelled with the pupil's name and checked regularly for a 'use by' date. The key is held in a restricted but accessible place known to the designated members of staff. If fridge storage is required arrangements must be made to store the medication in the lockable secure area. Once removed from the cabinet or fridge the medication should be administered immediately and never left unattended. The necessary documentation for recording the administration of medication must also be undertaken immediately. Parents should dispose of unused medication.

### **Checklist for the distribution of medication;**

- Check the written request for the Academy to administer medication
- Check the written confirmation from a health practitioner
- Check the parental consent form Check for the medication identified with the name of the child
- Cross check with another adult the identity of the child and medicine
- Record of the medication administered entered

N.B. This procedure must also be adhered to in the case of the administration of medication on Academy educational visits.



## Sharing Information:

Information is given by parents on admission forms, requesting permission to share with teachers and key administrative staff. Full information is held in individual pupil files on the confidential event log and as a list in an Academy Medical Profile.

Summary information and advice vital to staff is kept on the administration system in individual pupil files *when parental permission has been gained*.

Pupil information is shared in more detail with staff when needed (e.g. educational visits and special activities) on care plans for key pupils for educational visits and focused in risk assessments.

Sharing information is particularly important in Sport / physical activity enrichment sessions where specialist coaches are employed. Information is shared, as appropriate with other SEN information.

The Academy welcomes all pupils 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
- Anaphylactic Reactions

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

The Academy expects all parents whose pupils 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.

## First Aid Training

A list of designated staff is to be displayed in the Academy office and staff room.

Arrangements for updating and training for First Aid procedures is to be reviewed on an annual basis. All training is to be recorded.

Off-site procedures for First Aid **MUST** be included in the risk assessment forms, which are to be completed and handed to the designated member of staff. There are clearly defined deadlines for the completions of the forms and failure to include information of first aid procedures will result in permission being withheld.

## Monitoring and Reviewing

The Principal will report on the management and progress of the policy to the Academy Council annually. Oasis Community Learning will review the policy at least every three years.