

## MEDICAL NEEDS POLICY

### 1. Medical Needs Policy Statement

- 1.1. Churchward School is an inclusive community that aims to support and welcome students with medical conditions.

### 2. Responsibility

- 2.1. Churchward School ensures all staff understands their duty of care to young people in the event of an emergency.
- 2.2. All permanent members of staff are required to attend basic first aid training and are regularly updated, and are confident in knowing what to do in an emergency.
- 2.3. Churchward school currently has at least 2 qualified and named senior first aiders (3 day course), including the majority of school staff who have had Cardiopulmonary Resuscitation (CPR) and basic first aid training (1 day course) who are familiar with student healthcare plans and are confident in knowing what to do in an emergency, as well as administration of rescue medication. Only Churchward School staff who have had first aid training and who have been signed off as competent by the Brunel SEN MAT Medical Team are allowed to administer rescue medication.
- 2.4. Regular first aid meetings take place with the named first aiders, Brunel SEN MAT Medical Team, Churchward School Health and Safety Co-ordinator, a member of the Governing Body (GB) and the senior leadership team. Churchward School also works closely with parents and carers of children with medical needs in order to support the student appropriately throughout his / her time at Churchward School.
- 2.5. A member of the Brunel SEN MAT Medical Team attends Medical Needs meetings, which take place at Brimble Hill School, and are attended by other professionals including healthcare professionals where best practice and the latest guidelines with regards to children with medical needs in schools are shared.
- 2.6. Churchward School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. For specific medical needs, sufficient training is given to the members of staff who work closely with the students who have a particular need, as well as the named first aiders. However it must be noted that staff are not health care professionals, and therefore are not insured to carry out invasive medical procedures. A list of approved procedures in school settings can be found in the RCN and the DfE's statutory guidance supporting students at school with medical conditions December 2015, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf) ,
- 2.7. The Brunel SEN MAT Medical Team ensures that these members off staff have had sufficient competency training in the following areas and that they have be signed off to show that they have been passed as being competent in the following:
  - a. Enteral Feeding.

- b. Administration of medication (General).
  - c. Administration of rescue medication.
  - d. Epilepsy.
  - e. Anaphylaxis and using an epi-pen.
  - f. Using a nebuliser/inhaler
  - g. Using a suction machine – non-invasive.
  - h. Protection and preservation of the stoma (for children who are tube fed).
  - i. Diabetes and equipment.
  - j. Oxygen and equipment
- 2.8. Churchward School understands the importance of medication being taken as prescribed.
- 2.9. All permanent members of staff have an understanding of the common medical conditions that affect young people at Churchward School. A Brunel SEN MAT Medical Team specialist offers training to all staff on the impact of medical conditions on young people.
- 2.10. This policy has been drawn up with reference to local and national guidelines on students with medical needs in school settings; and in consultation with a wide range of key stakeholders within school and health settings. These stakeholders include:
- a. Students with medical needs.
  - b. Parents.
  - c. Oxford Health NHS Trust.
  - d. Head Teacher
  - e. Teachers / Support Staff
  - f. Local healthcare professionals.
  - g. School Governors.

### **3. Aims**

- 3.1. Churchward School aims to provide the following:
- a. For students at Churchward School, with medical needs to be given the opportunity to be included in all Churchward School activities.
  - b. For students at Churchward School, with medical needs to be given the opportunity to be included in extra-curricular activities.

- c. For parents and carers of students at Churchward School with medical needs to feel secure in the care their young person receives at this school.
- d. For all Churchward School staff to feel confident in knowing what to do in an emergency.
- e. For Churchward School students who require medication at Churchward School to be aware of the arrangements for a member of staff to assist them in the administration of their medication.
- f. Churchward School staff who have been appropriately trained carries out the administration of medication. Those Churchward School staff will be offered regular and appropriate updated training via the Brunel SEN MAT Medical Team.
- g. Churchward School is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

#### **4. Equal Opportunities**

- 4.1. Equal Opportunity is the right of everyone to equal chances, and each individual is respected for who they are regardless of age, ethnicity, gender, social circumstances, ability / disability and sexuality.
- 4.2. Churchward School aims to ensure that all Churchward School students, including those with medical needs, have access to a rich and rewarding curriculum and that their experiences are appropriate to their needs.

#### **5. Health and Safety**

- 5.1. Health and Safety issues are described fully in the Churchward School Health and Safety Policy. It is the responsibility of each adult to report Health and Safety issues without delay.
- 5.2. Churchward School uses Individual Healthcare Plans to inform appropriate Churchward School staff of students in their care who require regular medication and who may require emergency help.
- 5.3. Churchward School has clear guidance on the storage of medication; emergency medication is readily available to Churchward School staff, and the young person if appropriate, both in school and off site. Where this medication is a controlled drug it is kept in a locked filing cabinet in the First Aid room with the key readily available to appropriate staff or in locked cabinets in classrooms of young people who have the most profound and complex medical needs.
- 5.4. Churchward School staff ensure that medication is only accessible to those for whom it is prescribed; the trained first aider will ask a third party to check the young person's name against the name on the medication and each dose of medication given is signed off in the record book, stored with the medication.

- 5.5. All medication is supplied and stored in its original container, labelled with the young person's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. Only medication that has been prescribed by the young person's GP will be administered to that person, with the exception of Calpol (paracetamol) which must be sent in its original packaging and a signed consent form.
- 5.6. A named Churchward School first aider, also double checks expiry dates on medication, and will inform parents / carers that their child's medication is due to expire, in time for them to replace it.
- 5.7. It is the parents / carers responsibility to ensure new and in date medication is sent into school when required.
- 5.8. Individual Healthcare Plans are drawn up by the Clinical Nurse Specialist and are regularly reviewed and updated with parents / carers.
- 5.9. Parents and carers of students at Churchward School are asked about the healthcare needs of their young people at the start of each academic year and at Annual Review meetings. They are also asked to sign to give their permission for medication to be administered.
- 5.10. The school follows the Swindon Borough Council (SBC) guidelines for the storage and disposal of sharps and for needlestick injuries.

## **6. Monitoring**

- 6.1. Churchward School Governors and Churchward School Health and Safety Coordinator will monitor this policy.

## **7. Related Documents**

- 7.1. This policy is to be read in conjunction with the following:
  - a. Health & Safety Policy.
  - b. Training records.
  - c. Individual Healthcare Plans.
  - d. Equalities Documents.
  - e. DfES Statutory Guidance and RCN guidance

## **8. Policy Review**

- 8.1. This policy has been produced in consultation with staff at Churchward School and has the approval of the Governing Body (GB). A copy of this policy is available to all who request it and on the school website. The Governors will review the policy annually.

Signed ..... Head Teacher

Signed ..... Chair of Governors

Date ..... 3/5/18

## Appendices

### 1. **Appendix 1 - Guidelines for the Administration and Storage of Medication in School**

#### 1.1. Aims:

- a. To promote awareness of the need for a **Medicines in School Policy**.
- b. To raise awareness of the responsibilities of Churchward School staff volunteering to administer medication to students.
- c. To identify a safe system of care for the administration of medication within the Churchward School environment.
- d. To identify a safe system of care for the storage of medication.
- e. To enable Churchward School staff to make an informed choice regarding their agreement to administer medication to students.

#### 1.2. Introduction:

- a. Refer to **Supporting Children In School with Medical Needs Policy**. This document has formalised medical care in schools, which serves to protect both Churchward School students and Churchward School staff.
  - b. **All routine medical health care** is carried out by Churchward School staff on a voluntary basis with the advice of a medical professional. However, in an emergency, Churchward School staff act in **loco parentis**. Churchward School staff have a duty **to do their best, in the best interest of the child**.
  - c. The Insurance Policy will cover Churchward School staff to carry out the administration of medicines /basic healthcare providing, however this does not cover invasive medical procedures/healthcare that would need to be carried out by a medical health care professional:
    - There is written parental consent (Individual Health Care Plan) this must be renewed at least annually;
    - A Health and Safety risk assessment has been completed (usually by the Health and Safety Co-ordinator within the school);
    - Churchward School staff have received formal training by a health professional.
- 1.3. General Considerations:
- a. Parents / carers have prime responsibility for their children's health.
  - b. **Churchward School staff have no legal duty to administer medication**, they must agree to do so on a voluntary basis. This must be written into their job description.
  - c. Churchward School staff who volunteers for this extended role should receive appropriate training and guidance; this must include information about the specific drugs and potential side effects.
  - d. Medication should never be given without the specific written consent of the parent / carer.
  - e. Very few medicines need to be taken routinely during the school day; they should only be taken into school when there is no appropriate alternative arrangement.
  - f. In some instances it may be necessary for Churchward School students to have access to emergency medication at Churchward School.
- 1.4. Delivery of Medicines to Churchward School:
- a. Medication should be delivered to Churchward School by a parent / carer or via an agreed hand over process from parent to escort and escort to hand over personally to a designated member of staff.
  - b. Large volumes of medication should not be accepted. Depending on the type of drug, it is advisable to accept delivery on a weekly or half termly basis.
- 1.5. Storage:

- a. Medicines **must** be stored in the original container and be clearly labelled with the contents, child's name, dosage and / or other instructions.
- b. The receiving member of staff should check the information and expiry date of the medication.
- c. Medicines should be stored according to Churchward School Health and Safety Policy, usually in a locked cupboard. However, some medications will need to be easily accessed; therefore a locked cupboard is not always recommended.
- d. Medicines requiring refrigeration should be placed in a suitable additional container e.g. a plastic box and clearly marked **medicines**. Access to a fridge containing medicines should be restricted.
- e. Churchward School staff should not transfer medicines from their original containers.
- f. Where appropriate Churchward School students should know where their medication is stored, how to access it and of the arrangements for a member of staff to assist them in its administration.

#### 1.6. Disposal of Medicines:

- a. Churchward School staff should not dispose of medicines. Parents should collect any unused medication held in Churchward School at the end of each half term. Parents are responsible for the disposal of date expired medicines.

#### 1.7. Record Keeping:

- a. A formal method of recording the administration of medication must be agreed. This should include the date, time and dosage. All medications must be signed out and signed back in using the MAR sheets provided (*See Appendix A.*)

#### 1.8. Refusal of Medication:

- a. Churchward School students should not be forced to take any medication. However, it must be recorded and parents informed if medication is refused. (*See Appendix A.*)

#### 1.9. Hygiene / Infection Control:

- a. All Churchward School staff should be familiar with the routine precautions for avoiding cross infection. Basic hygiene procedures must be followed prior to the administration of any medication.

#### 1.10. Individual Health Care Plans:

- a. Individual Health Care Plans are devised for students with specific medical health needs and/or who require medication.
- b.

#### 1.11. **What to do if Medication Goes Missing:**

- a. Churchward School has robust systems in place for logging medication(s) in and out to mitigate the risk of medication(s) going missing/ being misplaced or lost. However, we also recognise that there could be a situation where Medication could get lost/ go missing if the systems and processes in place were not followed correctly. It is therefore crucial that the following process be adhered to in the event where medication is lost or missing;
- Report the missing medication immediately to a member of the SLT (preferably the Designated Safeguard Lead / Deputy Safeguard Lead)
  - Follow the instructions given by SLT member:
  - Check who last signed out the medication in the first instance. When it was signed out and where (off-site activity).
  - Check who was the last person who was in charge of looking after the medication whilst on / off-site. \*This should be whoever signed the medication out as by signing it out they are accountable as to taking full responsibility for the medication.
  - Check the classroom area, lockers, student home/school bags / staff bags etc.
  - Check reception to see if it has been handed in
  - Check minibuses / pool-cars / Staff cars (if used to go off-site)
  - Check with any off-site facilities used e.g. Dorcan Leisure Centre, Penny Hooks etc. to see if has been handed in.
- b. **If medication cannot be found, parent / carers must be informed.**
- c. **The police must also be informed where controlled drugs go missing.**  
*Please see the following publications:*  
<http://www.drugwise.org.uk/wp-content/uploads/ritalinbriefing.pdf>  
<https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>
- d. The school will carry out a thorough investigation and will share lessons learned. Processes will also be reviewed and staff involved will attend additional training around the safe storage of medication in schools.

DATE:	EDICATION DETAILS:	LOGGED OUT BY:	TIME ADMINISTERED:	DOSAGE	ADM BY:	WT BY:	SR:	LOGGED IN BY:

**Codes to be used:** ADM – Administered by WT – Witnessed by SR – Student Reaction: e.g.: R – Refused T – Taken NT – Not taken

C – Hospitalised Abs – Absent from school NR – Not required (Please use the NR code in the Dosage column when taking Rescue Meds Off-site which have not needed to be administered). You must complete the boxes with the appropriate code.

**Please note\* any changes in medication type and/or dosage must be prescribed by the doctor. If a parent/carer/ is stating that there is a change in the young person's medication, this must be checked out with the school nurse who will check with the GP/ Other practitioner to confirm. This will then be updated in the care plan. PLEASE USE STAFF NAMES – NOT INITIALS**

*Lorna Breslin – May 2016*

Date	Time	Page Ref: e.g. P1	Reason for refusal of Medication/ other	Action Taken


<b>Date</b>	<b>Time</b>	<b>Page Ref: e.g. P1</b>	<b>Information relating to medication issues:</b>	<b>Action Taken</b>

*Lorna Breslin – Jan 2017*