

**Medical Treatment of Students Policy**

**EDUCATION**

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| Policy Number  | Version  | Date  | Policy Owner  | Review Frequency  | Review Date  |
| ED1  | 3 | July 2022  | Lauren Tallis  | 3 Yearly  | July 2025 |

Table of Contents

|  |  |  |
| --- | --- | --- |
|  Section  |  Content  |  Page  |
|  1  | Front page, contents, review sheet  | 1-3  |
|  2  | Introduction  | 4  |
|  3  | Purpose  | 4  |
|  4  | Responsibilities   | 4  |
|  5  | Procedures  | 5  |
|   | Giving medication  | 5  |
|   | Receiving medication  | 5  |
|   | Identification of medication  | 6  |
|   | Storage of medication  | 6  |
|   | Checklist for distribution of medication  | 6  |
|  6  | Unacceptable practice  | 7  |
|  7  | Sharing of information  | 7  |
|  8  | First Aid  | 8  |
|  9  | Monitoring and reviewing  | 8  |
|  10  | Useful links  | 8  |

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| **Approved By**  | **Name**  | **Date**  |
| Headteacher  | Lauren Tallis | July 2022 |
| Education Review Board |  | September 2022 |
| Senco | Ali Price | July 2022 |

# Review Sheet

The information in the table below provides details of this document’s reviews, and where appropriate amendments, which will have been made to a newer version and the reason why.

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| Version 1 |  | Review Description | Date reviewed |
| 1  | Original  |  | February 2019  |
|  2 | Updated to include day students  |  |  February 22 |
|  3 |  Updated to reflect changes to senior management |  |  July 22 |
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**Introduction:**

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

Our Place School 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 school.

This policy provides a sound basis for ensuring that students with medical needs receive proper care and support at school. In addition, the school has adopted the guidance published by the DCSF/Department of Health entitled “Supporting Students with Medical Needs: a good practice guide.” This publication may be accessed through [www.teachernet.gov.uk](http://www.teachernet.gov.uk) .

For students attending Our Place School who reside in one of the residential care homes on site, the care home have delegated authority and parental consent identified within the students Education, Health, and Care Plan. Parents have identified which areas of consent is given in relation to medical care. The care home manages all medication storage and records.

Parents of our day students have responsibility for the health of the student and must inform the school about any medical condition, treatment or special care needed.

All medical information received by the school will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the school. Such procedure will be discussed with the student, parents, and the home for their agreement prior to the disclosure. (Throughout this policy, the term ‘parents’ refers to all those having parental responsibility for a student, including delegated authority. The term “home” will refer to students home or care home – wherever is their main living accommodation)

**Purpose:**

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

Students 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 Our Place procedures that the administration of medicines both as a matter of routine and in emergency situations has clearly defined procedures that are dictated by good practice and adhered to at all times by all parties.

Any person administrating medication will only be authorised to do so following appropriate training and competency.

 **Responsibilities:**

Our Place School has appropriate liability insurance cover.

Our Place School and the Headteacher retain the main responsibility for ensuring that Our Place School’s systems comply with the law and keep both students and staff safe. The Headteacher will::

1. design and monitor the systems in place for medical treatment
2. agree procedures with the Education Review Board
3. support and help the designated person and
4. (d) ensure that all staff have suitable training.

Our Place School’s appointed first aid officer will oversee the arrangements for first aid provision. Teachers have a responsibility for ensuring that they are aware of students’ 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 school:

* + - If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be seen by the senior person on site to evaluate.
		- Our Place School has a strict policy that no medication will be given orally or externally unless permission has been given by the parent, the home or person with parental authority. Parents, the home or person with parental authority will be contacted depending upon the nature of the medical problem.
		- If the teacher feels that the student 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, the home or person with parental authority will be contacted.
		- In more serious cases, where hospital attention is deemed necessary, Our Place School will contact parents, the home or person with parental authority who will make arrangements with the school to take the student to hospital.
		- In an emergency, an ambulance must be called and the parent, the home or person with parental authority contacted by the school. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the home staff, parent or person with parental authority arrives.
		- If a parent cannot be contacted, Our Place School will act within delegated authority and give permission for any emergency treatment as identified in the student’s individual plan.

**Giving Medication:**

*Any staff administering medications are suitably trained and assessed as competent to do so.*

* + - 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 student should take the medication as agreed within the Health and Wellbeing Care Plan and this should be logged on the Medication Administration Record (MAR) chart by time and date and signed by 2 people where possible.
		- No student should ever use another’s medication.

**Receiving Medication**

* + - The parental consent form MUST be completed prior to acceptance of medication into the school from the home.
		- 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 student’s name
		- The name and strength of the medication
		- The dosage and the times when the medication should be given
		- The expiry dates
		- Instruction i.e., before/ after food etc

All medication must have written confirmation signed and dated by the parent/ home. Where appropriate a doctor’s note should be received to confirm the necessity for the medication to be administered during school hours identified in the student’s Health and Wellbeing Care Plan. The home and the school will communicate effectively when medication is prescribed, administered, and reviewed.

If a student refuses medication Our Place School will notify the home, parents, and person with parental responsibility immediately.

**Storage of Medication:**

* + - Medication must be kept in a locked cabinet, labelled with the student’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.
		- The home should dispose of unused medication.

**Checklist for the distribution of medication:**

* + - Check the written request for Our Place School 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 student
		- Cross check with another adult the identity of the student 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 educational visits.

**Unacceptable practice:**

Although school staff should use their discretion and judge each case on its merits with reference to the students’ individual care plan, it is not acceptable practice to:

* + - prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
		- assume that every student with the same condition requires the same treatment
		- ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged)
		- send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities unless this is specified in their individual healthcare plans
		- penalise students for their attendance record if their absences are related to their medical condition e.g., hospital appointments
		- prevent students from drinking, eating, or taking toilet breaks whenever they need to in order to manage their medical conditions effectively
		- prevent students from participating or creating unnecessary barriers to students participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany the student.

**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 student files and as in the Education, Health, and Care Plan- Health section.

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

Student information is shared in more detail with staff when needed (e.g., educational visits and special activities) on Education, Health, and Care Plans for key students for educational visits and focused on 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. Our Place School welcomes all students and encourages them to participate fully in all activities.

Our Place School will advise staff on the practical aspects of management of:

* Asthma attacks
* Diabetes
* Epilepsy
* Anaphylactic Reactions
* PRN (as required) medication protocols
* Pica

Our Place School will keep a record of students who may require such treatment.

Our Place School expects all parents, the home or person with parental responsibility whose students may require such treatment to ensure that appropriate medication has been lodged with the school together with clear guidance on the usage of the medication.

**First Aid Training:**

* A list of designated staff is to be displayed in the school office.
* 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 Headteacher will report on the management and progress of the policy to the Education Review Board annually. Our Place School will review the policy at least every three years.

**Useful links:**

Department for education- Supporting students at school with medical conditions 2015:

https://www.gov.uk/government/publications/supporting-students-at-school-with-medical-conditions--3

NICE- Guidance on Managing Medicines in Care Homes:

**NICE guidance on Medicines Management in Care Homes** (March 2014)

SEND- Code of Practice:

https://www.gov.uk/government/publications/send-code-of-practice-0-to-25

Royal Pharmaceutical Society: Handling of Medications in Social Care

https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Support/toolkit/h andling-medicines-socialcare-guidance.pdf?ver=2016-11-17-142751-643

NB: The Handling of Medicines in Social Care, published by RPSGB in 2007, contains out of date guidance and is archived. RPS advises this resource is always used with reference to current legislation, professional and clinical guidelines.

\*Our Place Schools always refers to current legislation, professional and clinical guidance.