



THE
ADEYFIELD ACADEMY

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Supporting Students with Medical Needs

Medical Needs Policy and Procedures; First Aid and Medical Care Plans

Date: September 2019

Review Date: September 2020

Co-ordinator: Ms Jo Day

Signed by..... Dawn Mason (Principal)

Signed by..... Paul Lerwill (Chair of Governors)

1. RATIONALE

- 1.1 The Adeyfield Academy is an inclusive community that aims to support and welcome students with medical conditions.
- 1.2 The Adeyfield Academy recognises that section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their School with medical conditions.
- 1.3 This policy will make clear to all colleagues the procedures to be followed in supporting these Students.
- 1.4 Every member of the school community has the right to feel safe and valued.

2. AIMS

- 2.1 The Adeyfield Academy aims to provide all students with medical conditions the same opportunities as the remainder of the student body.
- 2.2 To ensure that staff understand the common medical conditions that affect students at this school and understand that many of the conditions may affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- 2.3 To ensure that all staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- 2.4 To ensure clear guidance on the administration and storage of medication.
- 2.5 To ensure clear guidance about record keeping.
- 2.6 To ensure that the school environment is inclusive. This includes the physical environment, as well as educational, social and sporting activities.
- 2.7 To enable staff to understand the impact of medical conditions on a student's ability to learn and their confidence.
- 2.8 To enable staff to promote self-care.
- 2.9 To ensure that the school community is aware of the common triggers that can make medical conditions worse.

Procedures

3.1 Support for and expectation of staff

- 3.1.1 Staff at The Adeyfield Academy receive appropriate training regarding serious medical conditions and what to do in an emergency. This training is provided annually, upon induction into the school and through access to relevant information.
- 3.1.2 A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all staff receive training.
- 3.1.3 In an emergency situation, school staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication. This will be made clear during training who has additional responsibility within the school.
- 3.1.4 Action for staff to take in an emergency for the common most serious conditions at this school.
- 3.1.5 If a student needs to be taken to hospital, a member of staff will always accompany her/him and will stay with her/him until a parent or carer arrives. A copy of the students Individual Medical Plan will be sent to the emergency care setting with the student.
- 3.1.6 A log of medical emergencies will be kept by the school First Aiders.
- 3.1.7 It is the responsibility of parents to inform the school of any medical condition.

3.2 Individual Medical Care Plans

- 3.2.1 Medical Care Plans are led and managed by the SENCO who will ensure all relevant staff are aware of their location and content. These plans will be administered by the First Aiders.
- 3.2.2 The Medical care plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment (Appendix 1). It is set up at admission or when the diagnosis is first communicated to the school.
- 3.2.3 Parents, healthcare professionals, relevant school staff and students with a medical condition will draw up a student's Individual medical care plan. Depending on the complexity or severity of the condition this plan may be drawn up at a meeting that all attend or in consultation and sent home to parents. A copy must be signed by the parents and kept at school and home.

- 3.2.4 Medical care plans are used to create a centralised register of students with medical needs and are kept in a secure central location at school and also attached as a linked document in SIMS.
- 3.2.5 Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- 3.2.6 Every student with a Medical care plan at this school has their plan discussed and reviewed at least once a year.
- 3.2.7 All relevant staff have access to the Individual Healthcare Plans of students in their care.
- 3.2.8 All staff are responsible for the protection of student confidentiality.

3.3 Management of medicines on school premises.

- 3.3.1 All non-emergency medication is kept in a lockable cupboard, in a temperature appropriate place, in the medical room. Only named staff have access. Students with medical conditions know where their medicine is stored and how to access it. Most students at this school carry, and securely keep, their own emergency medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up emergency medication is available in the medical room. Where a student is not yet able to self-manage and carry his/her own emergency medication, she/he knows where to access the emergency medication.
- 3.3.2 All use of medication, defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of named staff.
- 3.3.3 There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent. A record of this will be kept.
- 3.3.4 Training is given to all staff members who agree to administer medication to students, where specific training is needed. Where suitably risk-assessed, the school insurance provides full indemnity.
- 3.3.5 Parents should complete the parental agreement for the school to administer medicine (Appendix 2) or provide the same information in a letter.
- 3.3.6 If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school in writing immediately.

- 3.3.7 If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- 3.3.8 If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.
- 3.3.9 Staff ensure that medication is only accessible to those for whom it is prescribed.
- 3.3.10 Termly the first aider checks and logs the expiry dates for all medication stored at school.
- 3.3.11 An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school and displayed in student services.
- 3.3.12 All emergency and non-emergency medication brought in to school must be clearly labelled in its original container, with the correct student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions (if applicable)
- 3.3.13 All refrigerated medication is stored in a locked refrigerator in the medical room, in an airtight container and is clearly labelled.
- 3.3.14 All medication is sent home with students or collected by parents if necessary at the end of the school year. Medication is not stored during the summer holidays.
- 3.3.15 It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- 3.3.16 An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded (Appendix 3).
- 3.3.17 School will dispose of out of date medication once parents have been informed.
- 3.3.18 Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- 3.3.22 Any stored inhalers should be stored below 30 Degrees Celcius

3.4 Management of medical conditions and medicines on school trips

- 3.4.1 Students with serious medical conditions are required to inform the school.
- 3.4.2 The leader of the trip will risk assess the needs of the student. If the needs are sufficient, which will be decided by the Principal, an updated plan may be required.
- 3.4.3 Staff members taking a student on a trip, where necessary will be given the necessary training to enable them to manage the student's medication and/or emergency procedures, prior to departure. Liaison with the named members of staff who usually administer that student's medication is essential.
- 3.4.4 A copy of the updated Medical care plan will be retained by the senior leader with responsibility for the trip.
- 3.4.5 In the event of an emergency, a member of staff will accompany the student to hospital.
- 3.4.6 A contingency plan will be agreed with parents, in advance, should an emergency arise. This will form part of the updated plan.
- 3.4.7 The trip leader will take responsibility for the safe-keeping of medication on the trip.
- 3.4.8 Parents/Carers must be available on an accessible phone number for the duration of the trip.
- 3.4.9 If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

3.5 Allergies

In line with advice from Allergy UK, The Adeyfield Academy is not a nut (or any other product) free school. Students are permitted to bring their own food onto site and as such, we cannot guarantee its contents. Parents should inform the school of any allergies that their son/daughter has and this will be recorded as a medical need on SIMS.

Students with severe allergies have a Medical Care Plan with treatment plan outlined. Students with an epi-pen should carry one at all times. First Aiders and additional staff are trained in their use. Students with allergies should not share food with others.

MONITORING

- 4.1 This policy will be monitored by the Senior Leadership Team and Governors to ensure that all employees comply with their professional requirements and procedures are appropriately adopted as required.
- 4.2 The log of medical emergencies and medication logs will be reviewed termly.
- 4.3 A record of staff training will be kept and reviewed annually.
- 4.4 The Principal will ensure compliance with all medical conditions related to offsite visits.
- 4.5 The Assistant Headteacher, alongside the safeguarding team will ensure the implementation of this policy, under the guidance of the Principal.

DRAFT

Appendix 1

The Adeyfield Academy

Medical Care Plan

Identification details

Name	
Date of Birth	
Address	
Form	

Medical Details

Medical Diagnosis or condition	
Medical needs/triggers/ signs	
Treatment/Medication prescribed	
Known side effects	
Action to be taken in an event of an emergency	

Contact Details

Parents/Carers		Contact numbers:
Alternative Family contact (persons nominated by Parents/Carers)		
GP/Consultant – Name, position, number		
Any other relevant Healthcare professional – Name, position, number		
Date		
Review date		

Additional information

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Appendix 2

Parental Agreement for The Adeyfield Academy to Administer Medicine

Date for review to be initiated by	
Child's name	
Date of birth	
Form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration - yes/no	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signatures(s) _____ Date _____

Appendix 3

Medication Log

Name: _____ Form: _____ Date of Birth: _____

Address: _____

GP Name & Address: _____

Condition: _____

Allergies: _____

Date	Name of Person Who Brought it in	Name of medication	Amount and form supplied in	Expiry date	Dosage regime

Register of Medication Administered

Date	Time	Medication	Amount Given	Amount Left (approx.)	Comments/Action side effects	Given by

Appendix 4

Contacting Emergency Services

Request and ambulance – dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number – 01442 406020
2. Your name
3. Your location – Longlands, Hemel Hempstead, Herts, HP2 4DE
4. Provide the exact location of the patient with the school
5. Provide the name of the child and
6. A brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Complete the table below and keep this form by the phone.

You have given:

	✓
The telephone number	
Your name	
Your location	
The name of the child	
A brief description of their symptoms	
The exact location of the patient with the school	
Ambulance Control the location of best entrance to use and stated that the crew will be met and taken to the patient	

Name: _____ Position in school: _____

Signature: _____ Date: _____