



LONG FIELD ACADEMY

# Supporting Students with Medical Conditions

<b>Formulation date:</b>	<b>September 2014</b>
<b>Senior Team Responsibility:</b>	<b>Assistant Principal</b>
<b>Governors' Reviewing Committee:</b>	<b>QSTLS</b>
<b>Approved on:</b>	<b>May 2017</b>
<b>Next review date:</b>	<b>May 2019</b>
<b>Associated documentation:</b>	<b>First Aid Policy</b> <i>Health Guidance for Schools document</i>

## **1. Policy Statement**

Long Field Academy will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at the Academy is held by the Principal, who is the responsible manager and this responsibility is delegated to key appropriately trained staff.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

## **2. Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - Prescribed medicines
  - non- prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

## **3. Administration**

The administration of medicines is the overall responsibility of the parents. The Principal is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents in consultation with trained staff.

## **4. Routine Administration**

### **a. Prescribed medicines**

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

**b. Non-prescribed medicines**

- It is our general policy not to take responsibility for the storage or administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents.
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor. Children may self-medicate under the written approval of parents
- Responsibility for decision-making about the administration of all non-prescribed medicines (including travel sickness tablets) will always be at the discretion of the responsible First Aid manager who may decide to administer under certain exceptional circumstances. In these instances parents will have to give written consent, including the duration of treatment.

**c. Maintenance drugs**

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

**5. Non-Routine Administration**

**a. Emergency medicine**

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
  - Injections of adrenaline for acute allergic reactions
  - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

**6. Procedure for Administration**

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically by Heads of House in discussion with the parents to ensure their continuous suitability.

If a child refuses treatment to be administered by academy staff, they should:

- Not force the child to take treatment but record this if they refuse offer.
- If the academy has any concerns call an ambulance to get the child to hospital.
- Parents/guardians should be informed at the earliest opportunity.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

## **7. Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

## **8. Medical Accommodation**

The First Aid Room will be used for medicine administration/treatment purposes. The room will be made available when required.

## **9. Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

## **10. Storage**

The storage of medicines is the overall responsibility of the Principal who will ensure that arrangements are in place to store medicines safely, through delegated responsibility to key personnel.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

## 11. Disposal

It is not the academy's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines which are no longer required including those which have passed their expiry date are returned to a pharmacy for safe disposal. Parents will receive written notice to collect the medication at the end of the treatment period. If the medicine has not been collected within four weeks the medication will be safely disposed of.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

## 12. Advice On Medical Conditions

The Community Nurse on request will give advice regarding medical conditions to the Academy. Parents or guardians of children suffering from these conditions seeking general information should be advised to seek advice from their G.P., the school health professionals (give parents the name and contact number) or from the bodies detailed below. The following bodies can also supply leaflets regarding the conditions listed.

<p>Asthma at school – a guide for teachers  Asthma Campaign  Summit House  70, Wilson Street  London EC2A 2DB</p> <p>Asthma Helpline</p>	<p>National Asthma Campaign</p> <p><a href="http://www.asthma.org.uk">www.asthma.org.uk</a></p> <p>Tel: 0845 701 0203</p>
<p>Guidance for teachers concerning  Children who suffer from fits  <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a></p> <p>Helpline No:  Freephone 0808 800 5050  <a href="mailto:www.helpline@epilepsy.org.uk">www.helpline@epilepsy.org.uk</a>  9am – 4.30pm  4pm on Fridays.  Children, schools and families</p>	<p>Epilepsy Action  The New Anstey House  Gateway Drive  Yeadon  Leeds LS19 7XY</p>
<p>Guidelines for Infections</p>	<p>Health Protection Agency</p>

(e.g. HIV, AIDS and MRSA)	Tel: 0844 225 4524
<p>Haemophilia</p> <p><a href="mailto:info@haemophilia.org.uk">info@haemophilia.org.uk</a></p> <p>Mon – Fri 10-4pm Helpline 0800 018 6068</p>	<p>The Haemophilia Society First Floor Petersham House 57a Hatton Garden London EC1 8JG</p> <p>Tel: 020 7831 1020 Fax: 020 7405 4824</p>
<p>Allergies Anaphylaxis Campaign</p> <p><a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a></p>	<p>The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Help line 01252 542029</p>
<p>Thalassaemia</p> <p><a href="http://www.ukts.org">www.ukts.org</a></p> <p>email: information or <a href="mailto:office@ukts.org">office@ukts.org</a></p>	<p>UK Thalassaemia Society 19 The Broadway Southgate Circus London N14 6PH</p> <p>Tel: 020 8882 0011 Fax: 020 8882 8618</p>

<p>Cystic Fibrosis and School (A guide for teachers and parents)</p> <p><a href="http://www.cftrust.co.uk">www.cftrust.co.uk</a></p>	<p>Cystic Fibrosis Trust 11 London Road Bromley Kent BR1 1BY</p> <p>Tel: 020 84647211</p>
<p>Children with diabetes (Guidance for teachers and school staff)</p> <p><a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a></p>	<p>Leicester Royal Infirmary 9 am – 5 pm Diabetes Office</p> <p>0116 2586796 Diabetes Specialist Nurses</p> <p>0116 2587737 Consultant Paediatric</p>
<p>Diabetes Careline</p>	<p>Tel: 0845 1202960</p>