



Budmouth College

Supporting Children with Medical Conditions and Managing Medicines

Link Senior Leader responsible:	Zillah Rainback
Date reviewed by Governors :	November 2018
Next annual review date:	November 2019

Working Together, Creating Opportunities

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents
<ul style="list-style-type: none"> • Safeguarding Policy • Health and Safety policy and procedures • DCC moving and handling policy • Special Educational Needs policy • Staff code of conduct or guidance on safe working practice. • Trips and Visits Policy • First Aid policy • Complaints policy • Intimate care policy 	<ul style="list-style-type: none"> • List of First Aid trained staff • DCC Automated External Defibrillator Guidance Sept 2015 • DfH Guidance on the use of emergency salbutamol inhalers in school's March 2015 • DSCB Multi Agency guidance for the management of long term health conditions for children and young people • DCC Guidance and Code of Practice, First Aid at Work • DfE Supporting pupils at school with medical conditions Dec 2015 • Equality act 2010 • Children and Families Act 2014

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All policies can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Supporting Children with Medical Conditions and Managing Medicines

2. Upon whom will this impact?

All staff and students

3. How would the work impact upon groups; are they included and considered?

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups		✓	
Gender		✓	
Disability		✓	
Religion, Faith or belief		✓	
Sexual Orientation		✓	
Transgender		✓	
Age (N/A to pre-school and school children)		✓	
Rurality		✓	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		✓	
Gender		✓	
Disability		✓	
Religion, Faith or belief		✓	
Sexual Orientation			✓
Transgender		✓	
Age		✓	
Rurality			✓

Does the initial screening highlight potential issues that may be illegal?

NO

Further comments: -

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Justin Abbott

SignedJ Abbott..... Date 05/11/18

Comment by Principal:

Date.....

Budmouth College

Supporting pupils with medical conditions and managing medicines

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions” (*DfE - December 2015*), the “Guidance and Code of Practice - First Aid at Work” provided by Dorset County Council, guidance from local Health Services, professional teaching associations and Dorset County Council Health and Safety Team.

Budmouth College adheres to the duty as stated in the Children and Families Act 2014 that students with medical conditions will have the same right of admission to our College as other students and will not be refused admission or excluded from College on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support students with medical conditions require. This will be done in partnership with parents/carers and health professionals.

The prime responsibility for a student’s health rests with parents/carers. It is anticipated that parents/carers will ensure that appropriate information is provided for the College that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at College.

Budmouth College takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

Key Personnel

The designated person with overall responsibility to implement this policy is:

Zillah Rainback

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plan in partnership with health professionals is:

Justin Abbott

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is:

TBC

AIMS

The College is committed to assisting children and young people with long-term or complex medical conditions and working in partnership with their parents/carers.

Our aims are:

1. To ensure that students at Budmouth College with short or long term medical conditions are properly supported so that they have full access to education, including off-site activities, residential visits and physical education.
2. To make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within College in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the students in our College are safe and are able to attend College regularly with their medical condition.
10. To support students with complex medical conditions and or long term medical needs in partnership with Health professionals and parents/carers to enable their access to education.
11. To adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" (DfE – December 2015), and "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" (DSCB 2011)¹ as set out and agreed with the College's governing body.

THE GOVERNING BODY WILL:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the College website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to students with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the College's management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the Colleges ability to support their child's medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have 'due regard' to the rights of students who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include students with medical conditions on off-site activities;

¹ This document will be refreshed in 2016 to align guidance with more recent Statutory Guidance issued by DfE and DoH.

- ensure that parents/carers are aware of the College's complaints policy.

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will be developed for students with medical conditions in accordance with the advice contained in "Supporting pupils at school with medical conditions" (DfE – December 2015). Individual Healthcare Plans will set out the support that is needed so that the impact on College attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases, the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Budmouth College will use the recommended DfE Templates as a guide to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents/carers and students.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and College office staff as applicable.

Where students have been issued with an Education and Health Care (EHC) Plan by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC Plan.

ROLES AND RESPONSIBILITIES

Parents/carers

Parents/carers are asked to provide the College with sufficient and up-to-date information about their child's medical needs and medications using a standard form (DfE – Templates A, B and/or C) so that arrangements to manage their short or long term medical conditions can be implemented in partnership. This includes consent forms for external trips and activities.

Parents are asked to deliver medicines to College if it is not possible for this to be administered outside the school day and they are not being self-administered. Medicine should be provided in the original container(s) ensuring that the medicine is in date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents/carers are expected to notify the College immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the College is aware and informed by parents/carers about other issues or symptoms their child may have experienced over night or before College; this is particularly important for asthma conditions

It must be remembered that the prime responsibility for a child's health rests with parents/carers.

The Principal will ensure the following:

- that Governors are informed about the implementation and effectiveness of this policy;

- that arrangements are made with staff supporting students with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of students;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Budmouth College;
- make arrangements through the designated member of staff to manage the following:
 - prescription medicines in College;
 - prescription medicines on trips and outings, including college transport;
 - accurate record keeping when administering medicines;
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.

The Designated member of staff will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of children and young people;
- that interruption to College attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the College in writing, will be respected;
- that relevant documentation for administration/self-administration of medicine is stored safely and readily available
- that any medication found on a student without self-administration agreement will be locked in the medical room to ensure the safety of all students.

STAFF TRAINING AND SUPPORT

Most medicines to be administered will not require professional training; however, the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Lead for Child Protection) if they become concerned about the welfare of an individual student. If child or young person is provided with an Individual Healthcare Plan, additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained (see DfE Template E: staff training record).

(Also see “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011); section 3.3 and 3.4 including Chart E.)

REASONABLE ADJUSTMENTS

The College understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

MANAGING MEDICINES ON COLLEGE PREMISES AND ON OFF-SITE ACTIVITIES

We will ensure that:

- DCC guidance on First Aid is followed;
- records are maintained detailing an accurate history of the administering of medicines as far as possible – this will not include self administering of over the counter medicines for older pupils for whom parents have requested permission using the appropriate Template;
- DfE Templates C will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents’ written request.

STORAGE OF MEDICINES

The College will adhere to the advice contained in “Guidance and Code of Practice - First Aid at Work” and local guidance provided by Dorset County Council’s Health & Safety Team and the local authority’s Physical and Medical Needs Service.

Controlled drugs are stored in a locked cabinet with a written record.

Lockable cabinets are located in the medical room.

I would like to add the following taken from DSCB guidelines (these meds are currently locked away)

Students should know where their medicines are at all times and be able to access them immediately.

Medicines and devices such as asthma inhalers, blood glucose monitors and adrenaline pens should always be readily available to students and **not** locked away.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

If a child refuses to take medicine as prescribed and as requested by parents, the records (DfE Template C) must state ‘REFUSED’ clearly and the parents/carers informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately. If the child vomits or has diarrhoea soon after receiving medication, parents/carers must be contacted so that they can seek further medical advice.

SELF MANAGEMENT OF MEDICINES

In some cases, it might be appropriate that students self-administer medicines, e.g., inhalers, epipens. The College will encourage those with long term medical conditions to take responsibility for administering their

own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

Some students may carry 'over the counter medicines' (non-prescribed medicines) for their own use or self administer prescribed medicines that are appropriate to carry. When this occurs parents should request permission from the designated first aider in writing (using DfE Template B) and provide relevant details about the type and dosage of the medicine. We understand the need for personal dignity in addressing this matter to avoid individual embarrassment.

It is important that parents/carers ensure;

- That they deem the student to be responsible enough to self-administer the medication and keep it safe.
- That only the dose needed for one day is brought into College at any one time to reduce the potential risk of medicines being abused.
- That Template B is fully completed, signed and handed to the designated First Aider.
- That the student understands the medication is for their personal use only and must never be given to another student.
- That the designated first aider is informed of any changes to medication and forms updated.

If these guidelines aren't followed, all medication carried by the student will be locked securely in the medical room and a parent/carer contacted to arrange its collection.

The designated first aider is able to store and administer medicines. Parents/carers should be aware that this option is always available if self-administration isn't appropriate. Templates B and C need to be completed to enable staff to administer medicines.

OFF-SITE ACTIVITIES/COLLEGE TRIPS

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or College trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Principal (and Governors); and a copy taken by staff on the trip/visit.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Principal/Governors.

Where a student is newly diagnosed, the parent/carer must inform the trip/visit staff of any specific medical and health care needs, where a generic parent consent form has been completed prior to the date of the trip or visit

EMERGENCY PROCEDURES

Care is taken to ensure that all students are safe. Budmouth College employs a full time designated first aider as well as having a sufficient number of qualified First-Aid trained staff.

Students with life threatening medical conditions or that require close monitoring/supervision may have Individual Healthcare Plans developed by College staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the Medical room and are available on Frog.

Budmouth College has a defibrillator that may be used in an emergency in accordance with the manufacturer's instructions and in line with the DCC's Guidance and Code of Practice on Automated External Defibrillators (AEDs).

Asthma can also be life threatening; Budmouth College will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (*September 2014*).

BEST PRACTICE

Budmouth College will endeavour to eliminate unacceptable situations by promoting best practice in supporting students with medical conditions. In doing so we will:

- ensure that students have access to the medicine they need as arranged with parents;
- where necessary, manage each medical condition through an Individual Healthcare Plan;
- listen to the views of students and their parents and take advice from medical professionals in planning the support needed;
- ensure that students with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in College;
- include all children in College on and off-site activities, meeting their medical needs in the best way possible.

LIABILITY AND INDEMNITY check this

Budmouth College is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support students with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administering of medicines accurately.

COMPLAINTS

Budmouth College holds a Complaints Policy details of which can be found on the College website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

EQUALITY STATEMENT

Budmouth College is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Principal will agree an appropriate course of action. The Principle will engage interpreters or signers when required to ensure that full understanding of a student's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Budmouth College will ensure that reasonable adjustments enabling students to be included are appropriate and made in consultation with parents/carers.

Template A: Individual Healthcare Plan

Name of school/setting

Student's name

Tutor Group

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name/Relationship to student

Phone no.

(mobile)

Name/Relationship to student

Phone no.

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in College

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Completed by _____ Date

Agreed by Parent/Carer _____ Date

Template B: parental agreement for setting to administer medicine or self-administration of medicine

The Supporting Children with Medical Conditions and Managing Medicines policy is available on the College website for further information.

Date for review to be initiated by	
Name of school/setting	
Name of Student	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the College needs to know about?	

Self-administration – Y/N

Procedures to take in an emergency	
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NB: Medicines must be in the original container as dispensed by the pharmacy with the name of the student and dosage, clearly marked on the container.

Contact Details

Name	
Daytime telephone no.	
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 College staff administering medicine in accordance with the College policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. For self-administration, I will supply only a day's dose at one time with clear instructions on when it is to be taken. My son/daughter understands it is for their personal use only and they are responsible for its safe keeping and administration.

Parent/Carer _____ Date _____

Agreed by Staff member _____ Date _____

Template C: Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of student	
Date medicine provided by parent	
Tutor Group	
Quantity received	
Reason for administration	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	
Date and quantity returned	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to College staff administering medicine in accordance with the College policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Please ensure that the students name is clearly marked on the container along with dosage required.

Signature of parent _____

Staff signature _____

Date			
Time given			
Dose given			
Students Signature			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Students Signature			
Name of member of staff			
Staff initials			

Template E: staff training record – Administration of Medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated_____

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Template F

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Budmouth College

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the College for such emergencies.

Signed: _____ Date: _____

Name (print) _____

Child's name: _____

Tutor Group _____

Parent's address and contact details:

Telephone: Home/Work _____

Mobile _____