

Supporting Students with Medical Conditions Policy – appendix

Hillocks Primary Academy

March 2022

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1 Policy statement and introduction

The academy follows all aspects set out in the Diverse Academies Trust policy.

<https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Medical-Conditions-Policy.pdf>

2 Scope and purpose

The academy follows all aspects set out in the Diverse Academies Trust policy.

3 Responsibility for implementing the policy

Diverse Academies has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The trust has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the principal. – Mrs Margaret Newcombe

4 Roles and responsibility

The academy follows all aspects set out in the Diverse Academies Trust policy.

Named person/s: Charlotte Adams, Charles Letch, Lisa Holmes, Amy Bradley

Staffing training: Principal, Margaret Newcombe

We commit that all relevant staff will be made aware of a child's condition Cover arrangements will be in place in the case of staff absences and supply or guest teachers will be briefed on conditions.

5 Managing medicines on academy premises

5.1 When appropriate, Hillocks Primary Academy encourages children to take their medication themselves under staff supervision.

5.2 Hillocks Primary Academy discourages students from carrying any medication on their person, as there is the risk of it being lost and becoming a danger to others. There are, however, certain medical conditions that need immediate management and with prior arrangement with the academy, children can carry their own medication.

5.3 If a child has been prescribed a controlled drug it will be securely stored in its original packaging in a non-portable container and double locked. Only named staff should have access.

Controlled drugs should be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in the academy.

5.4 Medicines will only be administered at the academy when it is detrimental to a child's health or academy attendance not to do so.

5.5 A consent form enabling a member of academy staff to administer medication to a child must be completed by a parent or carer in all cases. No medication will be given under any circumstances without this form being completed.

5.6 No child under 16 will be given prescription or non-prescription medicines without their parent's or carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents / carers.

5.7 Hillocks Primary Academy will only accept prescribed medicines that are in-date, labelled, in the original container (with the exception of insulin, available in pen or pump.) dispensed by a pharmacist, including instructions on dosage and storage.

5.8 Inhalers a. Reliever inhalers are to be carried by the student and self-administered. It is the parent's / carer's responsibility to ensure that their child attend each academy with his/her medication. It is the parent's/carers responsibility to ensure that the medication is in date and to ensure that it is used appropriately. Inhalers should show the name of the user in case of loss

5.9 Auto-injector pens (AIP) a. An AIP should always be carried by the named student and wherever possible another one should be kept in a safe but easily accessible, well labelled, drawer which will be identified in the local academy appendix. Both must clearly display the name of the student and the expiry date. It is the parent's / carer's responsibility to ensure that their child attends with his/her medication. It is the parent's / carer's responsibility to ensure that their child is responsible and competent in self-administering the medication. It is the parent's /carer's responsibility to provide the academy with such medication and to ensure that it is replaced prior to its date of expiry

5.10 Insulin Pens a. Insulin pens are to be carried by the named student and self-administered wherever possible. All insulin pens/cases must clearly display the student's name and expiry date. It is the parent's / carer's responsibility to ensure that the named student responsible and competent in self- administering the medication. It is the parent's / carer's responsibility to ensure their child has their medication, which is in date, on him/her for the academy day e. Blood sugar testing etc. can be carried out in classrooms.

5.11 Allergies and anaphylaxis Hillocks Primary Academy caters for children with these conditions with due reference to the following publications: www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergyguidance-for-schools
www.anaphylaxis.org.uk/schools/schools-help/

Hillocks Primary Academy recognises that for many, the symptoms of allergy are mild. However, occasionally the symptoms are severe, and they may even be life-threatening. Hillocks Primary Academy and their caterers recognise that the common causes of severe allergic reactions

(anaphylaxis) include foods such as peanuts, tree nuts, milk, eggs, shellfish, fish, sesame seeds and kiwi fruit, although many other foods have been known to trigger anaphylaxis. Peanut allergy is particularly common – with one in 70 children nationwide thought to be affected. Hillocks Primary Academy, working with parents, give due consideration to the needs of these children when planning menus and providing meals on academy visits. Hillocks Primary Academy staff also understand that there may also be a risk of anaphylaxis from non-food sources, including wasp or bee stings, natural latex (rubber) and certain drugs such as penicillin, and will plan educational activities and visits with due consideration to this risk for some children. All children in Hillocks Primary Academy affected by allergies are accommodated due to the insistence of up to date and accurate communication between parents, academy staff, doctors and, where relevant, education authorities.

6 Safety management

- a. All medicines may be harmful to anyone for whom they are not appropriate.
- b. The academy will ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- c. All the recommendations have been taken from the DFES Managing Medicines in Academy report (1448-2005).

7 Disposal of medicines

Parents / carers must collect medicine held at the end of each term. Parents / carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents / carers do not collect medicines, they will be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

8 Defibrillator

Hillocks Primary Academy has an Automated External Defibrillator on site this will be available for use by all staff. All that is required to use an AED is to recognise that someone who has collapsed may have a sudden cardiac arrest (SCA) and to attach the two adhesive pads (electrodes) that are used to connect the AED to the patient's bare chest. Through these pads the AED can both monitor the heart's electrical rhythm and deliver a shock when it is needed. The AED provides audible instructions and most models also provide visual prompts on a screen

9 Refusing medicine

Where a child refuses medication, the academy's staff member will make a record to this effect and follow the appropriate procedure. Under no circumstances will the child be forced to take such

medication. Parents / carers will be informed of the refusal on the same day. If a refusal to take medicine results in an emergency the academy should follow emergency procedures.

10 Staff administering medicine

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract (i.e. individuals appointed for the purpose of administering first aid). Swift action needs to be taken by any member of staff to assist any child in an emergency. 10.1 Adrenalin auto-injector pens should only be administered by trained adults. All academy personnel should be made aware on how to administer via annual refresher training.

11 Safe storage of medicines

11.1 Medicines will be stored in accordance with the product instructions and in the original container in which dispensed. Medicines will be stored in a secure location, which is not accessible by children, with a named member of staff responsible for the key. This will be identified in the local academy appendix.

11.2 The supplied container will be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

11.3 Where a child needs two or more prescribed medicines each should be in a separate container.

11.4 Children should know where their own medicines are stored and who holds the key.

11.5 Medicines will be stored in a secure place which is not accessible by students.

11.6 Medicines that need to be refrigerated will be kept in an airtight container and clearly labelled. (Access to the refrigerator is restricted to staff only.)

11.7 Controlled drugs such as Ritalin, will be kept in a locked cupboard within a staff only area.

12 Details of storage area and staff administering medication

Medicines will be stored in a locked cupboard or the fridge in the academy office which is not accessible to children, the key is held in a secure key safe next to the cupboard.

Administration: Two people will administer medicine.

13 Procedures for managing prescription medicines which need to be taken during the academy day

13.1 Since November 2018, NHS Clinical Commissioning Groups (CCGs) and local GPs support and encourage people to buy medicines/products and access advice from local pharmacies for the treatment of minor illnesses and ailments. This also applies to parents buying medicines for their children, including medicines which may need to be taken whilst their child is at school. Once

medication is bought there will be no requirements for GPs to provide an authorisation letter. Parents should label the medication with the child's name and the academy will then follow the generic age-related instructions when administering to the child. We will keep a clear record of all medications that are administered, in particular the time and dose administered to ensure that the recommended daily dose is not exceeded.

13.2 Medicines should always be provided in the original container as dispensed by a pharmacist displaying the dispensing label with the name of the student and includes the prescriber's instructions for administration.

13.3 Parents / carers are responsible for handing over to staff the medication which is to be administered.

13.4 No medicines will be administered until a consent form has been completed by the parent / carer.

13.5 There may be occasions when a student needs short term prescribed medication such as an antibiotic; parent's / carers should ask the prescriber if the medicine can be taken outside academy hours.

13.6 Students with medical needs are encouraged to participate in educational visits. Staff supervising excursions should always be aware of any students' medical needs and relevant emergency procedures and be prepared to store and supervise the taking of medicines with prior parental/carers' written consent. Without the parent's / carer's written or 'provision of medication consent' students will not be allowed to participate in educational visits. This consent and provision of the medication is the responsibility of the parent / carer.

14 Record keeping

The academy will keep a register of drugs for all medicines brought into the academy by a parent / carer for administration to a student during the academy day. The register will be signed by the student when medication has been administered and in the case of controlled drugs, two staff signatures will be required. Any side effects of the medication administered will be noted.

15 Emergency procedures

The Academy Health and Safety policy details this procedure including academy trips within and outside the United Kingdom..

16 Day trips, residential visits and sporting activities

All students have the opportunity to participate in academy trips, visits, sporting activities etc. Staff will be aware of how a child's medical condition will impact on their participation. Flexibility for all children to participate in events according to their own abilities and with any reasonable adjustments to participate fully and safely will be incorporated into any proposals as required; unless evidence from a clinician such as a GP states that this is not possible.

16.1 Risk assessment will take place in consultation with parents / carers, students and advice from healthcare professionals. Planning arrangements incorporate steps needed to confirm that students with medical conditions can participate safely. Please also see Health and Safety Executive (HSE) guidance on academy trips

17 Complaints

Should parents / carers or children be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, parents / carers are requested to make a formal complaint via the academy's complaints procedure.

18 Review of the policy

This policy is reviewed annually in January by the Trust and subsequently by the Academy.