

CITY ACADEMY NORWICH

Supporting Students with Medical Conditions Policy and Procedure

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SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

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INTRODUCTION

- 1.1 This policy outlines the Academy's responsibility to provide adequate and appropriate arrangements to support students at the Academy with medical conditions.
- 1.2 This policy will highlight the legal responsibilities and will set out the arrangements the Academy will make, based on good practice.
- 1.3 This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to any person within the Academy and the procedures that are in place to meet that responsibility.

2. AIMS AND OBJECTIVES

- 2.1 To ensure that all children with medical conditions, in terms of physical and mental health, are properly supported in the Academy so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- 2.2 To ensure that First Aid provision is available at all times while people are on Academy premises (and also off the premises whilst on Academy visits).
- 2.3 To ensure that the appropriate number of suitably First Aid trained people are available to meet the needs of the Academy in accordance with the TEN Group requirements and regulations.
- 2.4 To ensure relevant training and monitoring of first aid provision occurs within the Academy.
- 2.5 To provide sufficient resources and facilities to ensure appropriate support for students with medical needs.
- 2.6 To keep accident/incident records and to report to Health and Safety as required. This includes the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3. FIRST AID PROCEDURAL ARRANGEMENTS

- 3.1 At City Academy Norwich, First Aid if required, is provided for all employees, students and visitors by trained First Aiders/Registered Nurse.

4. STUDENTS REQUIRING FIRST AID

- 4.1 Students who are unwell or with minor injuries will receive medical attention via a member of staff emailing first.aid@cityacademynorwich.org and a first aider will attend. If the nature of the incident is more urgent a first aider will be called for via the radio / phone.

- 4.2 The First Aider/Registered Nurse will make an assessment of the student's condition and needs.
- 4.3 The appropriate action will be taken and recorded on the correct paperwork which is then held in a locked filing cabinet in the medical room. Parents and carers are informed as necessary.
- 4.4 Consideration will be given to all Health and Safety issues and in relevant cases an Incident Form will be completed and forwarded to appropriate person within the Academy.

5. GUIDELINES ON TREATMENT

- 5.1 First Aiders treat minor injuries e.g. cleaning wounds and applying plasters/dressings and supporting those with more serious injuries who are awaiting collection by parents/carers or external medical help. First Aiders do not give medical advice but may advise a parent or carer to seek medical guidance for their child.
- 5.2 Parents and carers are notified by telephone of any head injury sustained by a student. Students are given an information leaflet to take home.

6. INCIDENT REPORTING

- 6.1 All names of students visiting or being treated by the First Aider/Registered Nurse are recorded in the medical log which is kept securely in the Medical Room together with details of the treatment.
- 6.2 An Accident Form is completed in the case of a student sustaining an injury. Any staff member who sustains an injury is also asked to complete an Accident Form. These are passed to an appropriate member of Academy staff in case of any remedial action needed.

7. CONTACTING PARENTS AND CARERS

- 7.1 Contact is made with parents or carers if a student is unwell and needs to go home; or a student has sustained an injury and needs to be checked out by a medical expert; or a student has had to be transported to hospital due to a serious injury or illness; or a student has sustained a head injury of any kind.

8. STUDENTS NEEDING HOSPITAL TREATMENT

- 8.1 If, in the view of the First Aider/Registered Nurse, a student requires urgent hospital treatment, an ambulance will be called and the parents or carers will be contacted as soon as possible.
- 8.2 If, in the view of the First Aider/Registered Nurse, hospital treatment is needed but this is less urgent then the parents or carers will be contacted and asked to collect their child and take them to hospital. This will be managed so as to not cause undue alarm, but the nature of the injury will be conveyed clearly.

- 8.3 If, in the view of the First Aider, a child requires non-urgent hospital treatment, but the parents or carers cannot be contacted, then the members of the Academy will go through all the contacts that are available for that student.

9. FIRST AID EQUIPMENT AND CONTAINERS

- 9.1 A stock of First Aid Equipment is kept in the Medical room.
- 9.2 First Aid containers are kept fully stocked and First Aid packs are provided for those taking trips out of Academy as below.
- 9.3 It is the First Aider's responsibility in each department to ensure that this equipment is checked regularly and replaced when out of date.

10. CONTENTS OF FIRST AID KITS (INCLUDING TRAVEL KITS)

- 10.1 The following items are kept in all First Aid kits:

- Guidance card
- 20 individually wrapped plasters, various sizes
- 2 sterile eye pads
- pins
- 2 triangular bandages
- 8 alcohol free cleansing wipes
- 2 large dressings
- 2 medium dressings
- 2 finger bandages
- 3 adhesive dressings
- 3 eye wash pads
- 2 large sterile un-medicated dressings (18cm x 18cm)
- 2 pairs disposable gloves

- 10.2 The contents of travelling First Aid kits should be appropriate for the circumstances in which they are to be used. At least, the following should be included:

- A card giving general First Aid guidance
- 20 assorted plasters
- 1 large sterile un-medicated dressing
- 1 medium dressing
- 2 triangular bandages
- 1 eye bandage
- 1 finger bandage
- 3 eye wash pads
- 8 alcohol free cleansing wipes
- 2 pairs disposable gloves
- 1 yellow bag for disposal of clinical waste
- 1 foil blanket

11. STERILE WATER

- 11.1 Where mains tap water is not readily available for eye irrigation, saline pipettes are provided. Eye baths/egg cups/re-fillable containers should not be used for eye irrigation. All labs have eye stations.

12. HYGIENE AND INFECTION CONTROL

- 12.1 All staff administering First Aid must take precautions to avoid infection and must follow basic hygiene procedures including the wearing of the provided single use disposable gloves when necessary and use of hand washing facilities. Care must be taken when dealing with blood or other body fluids and dressings or equipment.
- 12.2 Items for disposal must be placed carefully in the yellow bin provided. A sharps disposal bin is also provided.

13. HEALTH CARE PLANS (HCPs)

- 13.1 The NES Registered Nurse and School Nursing Team provides Health Care Plans (Appendix 3) for those students with long term medical needs. The parents are required to bring in any updated Care Plans and to meet with the NES Registered Nurse if additional support or subsequent changes are needed.
- 13.2 All Care Plans are kept centrally in a lockable cabinet in the Medical Room. If a student has an HCP it is documented on SIMS.
- 13.3 All students who use a wheelchair or have a physical need within the Academy also have a Personal Emergency Evacuation Plan (PEEP). These are linked to the student's profile on SIMS.
- 13.4 The HCPs state what the health needs are, what the symptoms are and what to do. If medication is kept in the Academy, it will state where it can be located and the person responsible if an emergency occurs.
- 13.5 All students with a HCP and/or a PEEP have a quick note on their SIMS profile so that all Academy staff can see this.
- 13.6 All HCPs must be reviewed annually or earlier if evidence is presented that the students' needs have changed. They should be developed within the student's best interests in mind, ensuring that the Academy assesses and manages risks to the student's education, health and social wellbeing and minimizes disruption.

14. RESUSCITATION PROCEDURES FOR STUDENTS

- 14.1 All First Aiders have had training on resuscitation procedures by recognized training bodies.

15. MANAGING MEDICINES WHICH NEED TO BE TAKEN DURING THE DAY

- 15.1 If a student has been prescribed medication and it is essential that this must be taken during the Academy day, the parent or carer is asked to complete a Parental Agreement for the Academy to Administer Medicine (Appendix 2). The medicine is then brought in to the Academy and placed in the securely locked cabinet located in the Medical Room. For prescribed medications to be kept by the Academy, they must be in the original container with the student's name and dosage clearly marked.
- 15.2 It is the student's responsibility to attend the Medical Room at the appropriate time to take their medicine. If the student fails to attend at the appropriate time, staff will take reasonable measures to attempt to locate the student. If this is unsuccessful then staff will contact the parent/carer to inform them of the situation.
- 15.3 As a medicine is administered, a record is made on the student's Medication Administration Chart by the member of staff that administers the medication (Appendix 1).
- 15.4 For students who are required to keep an inhaler, EpiPens or JextPens in the Academy, parents and carers are responsible for renewing these as they reach their expiry date.

16. MANAGING PRESCRIPTION MEDICINES ON ACADEMY TRIPS

- 16.1 If a student is booked on an Academy trip and requires medication during the period of the trip, the parent or carer will need to complete the Parental Agreement for the Academy to Administer Medicine (Appendix 2). This will include all details of the medical condition, the required medication, times to be administered, dosage and other relevant details.

17. MANAGING ADMINISTRATION OF MEDICINES

- 17.1 Only the Registered Nurse or First Aiders who have received medication awareness training are permitted to administer prescribed medication. It is not permitted to administer over the counter medications.
- 17.2 Administering/supervising the administration of medication to those Special Needs students who require specialist treatment is carried out by Senior First Aid staff after they have received the necessary specialised training.

18. PARENTAL PERMISSION

- 18.1 Parents and carers have the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition. A Care Plan is provided by the School Nurse for those students with long term or special medical needs.

18.2 Parents and carers are required to complete the Parental Agreement for the Academy to Administer Medicine (Appendix 2) before the administering of any medication by the First Aider.

19. POSITION ON STUDENTS TAKING NON-PRESCRIPTION MEDICINES

19.1 The Academy does not hold any non-prescription medications and it is not permitted for first aid staff to administer any.

19.2 A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

19.3 Medication should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers will be informed.

20. MANAGING LONG TERM OR COMPLEX MEDICAL NEEDS OF STUDENTS CARRYING AND TAKING THEIR OWN MEDICINES

20.1 Students with allergies may carry their own EpiPen or inhaler and in some cases, students with Diabetes may carry their own medication. These students may also have a snack box or extra pens held in secure cupboards in the Medical Room. This information is also found on the student's HCP.

20.2 Some students with medical conditions such as diabetes will go to the Medical Room to take their own medication in privacy. Their medication will be held by the Academy as above following the completion of the Parental Agreement for the Academy to Administer Medicine.

20.3 Students with Special Educational Needs who have a specific medical need will be cared for by a nominated person/First Aider following specific training from the medical care team if necessary.

21. STAFF TRAINING IN MANAGING MEDICINES SAFELY/SUPPORTING INDIVIDUAL STUDENTS

21.1 Guidance is provided for those First Aiders managing the support of students in the Medical Room. Regular training sessions for staff are delivered by the NES Registered Nurse on the use of EpiPens.

22. STATEMENT OF RECORD KEEPING

22.1 A record will be kept in all cases of students who receive first aid giving details of the action taken and other relevant details. This is recorded on the medical log which is then securely stored in the locked cabinet in the medical room.

22.2 A record will be kept of all cases of administering medication as requested by parents or carers is on the individual student Medication Administration Chart.

23. SAFE STORAGE OF MEDICINES

23.1 Medicines, which are kept in the Academy for students following the completion of the Parental Agreement for the Academy to Administer Medicine, are locked in a secure cabinet in the Academy Office and are only accessed by the appropriate staff.

24. RISK ASSESSMENT ON FIRST AID PROVISION/MEDICINES AND MANAGEMENT PROCEDURES

24.1 A risk assessment will be carried out annually by the Health and Safety Co-Ordinator to check that the practices in place continue to be appropriate, numbers on site, site development and any other changes since the last assessment will be investigated.

24.2 Medication awareness training needs will be managed and monitored by the NES Registered Nurse.

25. ADMISSION OF STUDENT WITH MEDICAL NEEDS

25.1 Children and young people with medical conditions are entitled to a full education and have the same rights of admission to schools as other children. This means that no child with a medical condition will be denied admission to the Academy or prevented from taking up a place at the Academy because arrangements for their medical condition have not been made.

25.2 In line with safeguarding duties, the Academy will ensure that other students' health is not put at unnecessary risk from, for example, infectious diseases. The Academy does not have to accept a child at times where it would be detrimental to the health of that child or others to do so.

26. ABSENCE AND REINTEGRATION

26.1 Short term and frequent absences, including those for appointments connected with a student's medical condition, will be effectively managed and appropriate support will be put in place to limit the impact on the student's educational attainment and emotional and general wellbeing.

26.2 Supportive arrangements will be put into place when it is clear that a student will be away from the Academy for 15 days or more because of health needs (whether the consecutive or cumulative across the school year).

26.3 Reintegration back into the Academy will be properly supported so that students with medical conditions fully engage with learning when unable to attend.

27. UNACCEPTABLE PRACTICES

27.1 The Academy staff will use their discretion and judge each case on its merits with reference to the student individual HCP. However, it is not generally 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 parent/carers; or ignore medical evidence or opinion (although this may be challenged).
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their HCP.
- If the student becomes ill, send them to the Medical Room unaccompanied or with someone unsuitable.
- Penalise 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 condition effectively.
- Require parents and carers to attend the Academy to administer medication or provide medical support to their child including those with toileting issues. No parent or carer should have to give up working if the Academy is failing to support their child's medical needs.
- Prevent students from participating in any aspect of Academy life including educational visits on medical grounds.

City Academy Norwich Medication Administration Chart

No medication shall be administered to the child by any member of staff at City Academy Norwich unless you complete and sign this form.

| | |
|------------------------------|--|
| Name of School/class details | |
| Full Name of Student | |
| Date of Birth | |
| Tutor | |
| Medical condition or illness | |
| Date for review | |

Medicine details

| | |
|--|--|
| Name/type of Medicine (as detailed on container) | |
| Expiry Date | |
| Dosage and route of administration | |
| Timing ie: lunchtime/morning | |
| Special instructions ie: with food | |
| Any side effects that the school should be aware of? | |
| Able to self administer? Yes or No | |
| Procedures to take in an emergency | |

MEDICINES MUST BE IN THEIR ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY WITH THE CHILDS NAME LABEL IN TACT AND CLEARLY LEGIBLE.

Contact Details

| | |
|---|--|
| Name | |
| Relationship to Student | |
| Telephone Number | |
| Address | |
| I understand I must deliver the medication personally to: | Nurse/first-aid staff or child's form teacher. |

| | |
|---------------------------------------|--|
| School/course details | |
| Name of Student | |
| Date medicine provided | |
| Quantity Received | |
| Name and strength of medicine | |
| Patient label in tact/legible? Yes/No | |
| Expiry Date | |
| Quantity returned (if applicable) | |
| Dose and Frequency of medication | |

Staff Signature _____

Parent Signature (If applicable) _____

APPENDIX 2: PARENTAL AGREEMENT FOR THE ACADEMY TO ADMINISTER MEDICINE

Administering Medicine to Children

I
Parent/Guardian

of Student

(Date of birth/...../...../)

Tutor Group

Request and give permission for the Principal or person acting on his/her authority to administer (name of drug or medicine) which is a prescribed medication and is in original packaging from the Pharmacy in accordance with the medication prescription instructions.

Signed
Parent/Guardian

Name (please print)

Date/...../.....

APPENDIX 3: CONFIDENTIAL HEALTH CARE PLAN

Patient Information

Full Name Likes to be known as

Date of Birth Age Faculty/Course

Address
 Postcode

Home Telephone Mobile

Course Tutor Facilitator

Next of Kin Information

Next of Kin Name Relationship

Home Telephone Work Telephone Mobile

Medical Information

GP Name Surgery

Telephone Appointments

Regular Medication

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Allergies

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Medical History

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Notes

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Patient Name

Date of Birth

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Faculty/Course

Care Plan

Issue 1

Issue 2

Aims and Objectives

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Intervention required to achieve the above

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Notes

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In order to implement this care plan, it may be necessary for the nurse to share information about you and your health to the following people: **your GP, Parents/Guardians, Emergency Services.**

Please specify if others need to be notified

This information will be treated in accordance with the Data Protection Act 1998

I consent to the above (please sign)

Date

Please tick choice

I am the person named on the care plan

I am

To the person named on the care plan

Signed by Nurse

Date

APPENDIX 4: CHECKLIST FOR CONTENTS OF MEDICAL ROOM

The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves

APPENDIX 5: BASIC ADVICE ON FIRST AID AT WORK

The following information gives basic advice on First Aid for use in an emergency. It is not a substitute for effective training.

WHAT TO DO IN AN EMERGENCY

Priorities

Your priorities are to:

- assess the situation – do not put yourself in danger
- make the area safe
- assess all casualties and attend first to any unconscious casualties
- send for help – do not delay

Check for a response

Gently shake the casualty's shoulders and ask loudly, 'Are you alright?' If there is no response, your priorities are to:

- shout for help
- open the airway
- check for normal breathing
- take appropriate action

<http://www.hse.gov.uk/pubns/indg347.pdf>