



**St. Anselm's College**  
*Edmund Rice Academy Trust*

# Medical Needs Policy

## Version 1.3

### **Mission Statement:**

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognize Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

<b>Document Owner:</b>	<b>Deputy Headteacher Pastoral / Office Manager</b>
<b>Committee:</b>	<b>Student Wellbeing and Development</b>
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## INTRODUCTION:

The purpose of this document is to put in place an effective management system to support individual students with medical needs and to raise awareness as to their responsibilities. They should read in conjunction with the FfE guidance Managing Medicines in Schools and Early Years Settings August 2017.

The College will endeavour, whenever possible, to support children with specific medical conditions on the following basis:

- All relevant information should be supplied by the parents (appropriate form supplied).
- Parents are required to complete a medication form when dropping off all medication. Medication should only be brought to College when absolutely essential and logged with Staff in Reception, who will make arrangements for access.
- The College will only accept prescribed medicines if they are in-date, labelled with the student's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (Exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container).
- The College will only accept over the counter medicines if these are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage.
- Students may bring medication to school to take during the school day, provided it is accompanied by completed medication form detailing instructions from a parent. All medication must be taken to the College Office where it will be kept during the school day.
- Medication should not be taken without the express knowledge of the Form Teacher/Head of Year/Office Staff. All medicines taken are recorded in the folder in the Medical Room by a member of staff.
- Aspirin is not normally dispensed to students, this can only be dispensed **CANNOT** be given to a student unless prescribed by a doctor.
- Permission to administer paracetamol to a student is sought from parents/carer and a register of written permission is kept on SIMs. Parents/carer will be contacted by phone if it is felt that paracetamol is appropriate. A log is kept in the Medical Room confirming that permission was obtained and the time noted to ensure that medication is not over administered within a 4 hour window.
- A list of children with Special Medical Needs ~~Conditions~~ is kept by the SEN team and College Office.
- Where there are long-term medical needs the College may draw up a written health care plan (HCP).

## **Students with Medical Needs**

Most students will, at some time, have a medical condition which may affect their participation in College activities. These are mostly short term.

Other students have medical conditions that, if not properly managed, could limit their access to education. Such students are deemed to have MEDICAL NEEDS.

## **Support**

Parents/Guardians have prime responsibility for the health of their child and must provide the College with information about any medical conditions. Additional background information for staff may be provided by the College nurse and special voluntary bodies.

## **Prescribed Medication**

Medicines should only be brought into the College when essential; that is where it would be detrimental to a student's health if the medicine were not administered during the school day. The College will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. This also covers hay-fever relief medication if written permission from parents and it is provided in the original packaging.

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Mrs Whiteley and College Office staff will be responsible for receiving and storing these medicines.

## **Controlled Drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations (see Annex A). Some may be prescribed as medication for use by children, e.g. methylphenidate (Ritalin). Any member of staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions. It is permissible for settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

A student who has been prescribed a controlled drug may legally have it in their possession. However, the College asks parents whose pupils take e.g. Ritalin during school hours, to bring the drug into the College where it is kept in a locked, non-portable cabinet in the Medical Room. The Medical Team and Support Staff have access to this cabinet and a record is kept for audit and safety purposes.

If the student keeps the prescribed controlled drug in his possession and gives the controlled drug to another student for whatever reason, it will be considered to be a drugs offence and will be dealt with under the auspices of the Behaviour Management Policy

The controlled drug, as with all medicines, will be returned to the parent when it is no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, the College will return it to a local pharmacy.

### **Non-Prescription Medicines**

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. The Headteacher has agreed that a paracetamol tablet may be administered on occasion, with parental permission. It is the responsibility of the person administering the tablet to ensure that a tablet has not been taken e.g. at home within the prescribed four hour time limit. A record is kept detailing that paracetamol has been given and the time at which it was administered.

A child under 16 should never be given aspirin unless prescribed by a GP.

### **Responsibilities**

- Responsibility for a student's safety should be clearly defined and each person involved with the student should be fully aware of their responsibilities. There is no legal duty which requires College staff to administer medication, this is a voluntary role.
- Parents, as defined in the 1944 Education Act, are the child's main carers. They must jointly with the Headteacher, reach an agreement on the College's role in helping with their child's medical needs.
- The employer – the Governing Body – is responsible for making sure that the College has a Health & Safety Policy (1974 Act) which includes procedures for supporting students with medical needs, including managing medication. The employer must also make sure that their own insurance arrangements provide full cover for staff acting within the scope of their employment.
- In the event of legal action, the employer is likely to be held responsible. It is therefore important that accurate records are kept in the College to help in such cases. Staff are expected to use their best endeavours at all times, particularly in emergencies.
- In emergency situations, where medication has to be given straight away, it is important that willing staff have appropriate training. This should be arranged in conjunction with the Health Authority.
- Once a policy has been developed by the Governors, the Headteacher is responsible for implementing the policy in practice. He should also make sure that all parents are aware of the College's policy and procedures for dealing with medical needs.
- It should be made clear that parents should keep their children at home if they are unwell. In the event of an outbreak of an infectious disease, the local consultant in Communicable Disease Control should be consulted.

### **Special Medical Needs:**

1. Information regarding students with special medical needs should be supplied by their parents on the appropriate pro-forma before entry into the College. This information should be correlated by the Head of Year 7 for entry onto the computer. Copies of lists should be given to the Headteacher, Deputy Head, School Nurse and appropriate Form Teacher. Non-confidential information may be displayed on the staff room notice board.
2. The purpose of a Health Care Plan is to identify the level of support that is needed in school. This should be reviewed annually. Copies should be kept by the College Office, SEND and electronically on SIMS.
3. The SEND is responsible for drawing up and reviewing a Health Care Plan in conjunction with the parents and Headteacher or one of his Deputies. The appropriate pro-forma should be used.
4. When Work Experience is arranged, the Headteacher should ensure that the placement is suitable for a student with a particular medical condition.

### **Medical Provision:**

- a) The Health Authority, with permission from the parents, organises the following: Year 10 - Triple Vaccination; Diphtheria, Tetanus and Polio
- b) STAFF – a minimum of members of staff are first aiders.

### **Anaphylaxis:**

Lists of students who carry epipens/jext pens for a range of allergies are listed in the Medical Room cupboard and a copy will be placed in the staff room. The information is also available on SIMs (school bulletins).

Students are required to carry 2 epipens/jext pens with them at all times, and an additional 2 epipens are stored within the medical room. The College store 2 emergency epipens for use in the Medical Room and Games Field.

It is the responsibility of parents to ensure that the epipens/jext pens provided for keeping in the College and with the student are in date and that any other prescribed medication is also provided. These must be sent into the College in a labeled container with written instructions. The College reserves the right to send a student home whose parents do not comply with this requirement. Students for whom an epipens/jext pens has been prescribed carry a second epipens/jext pen in their blazer pocket.

All epipens/jext pens are kept in labelled boxes (per year group) in the Medical Room and staff are trained in their use. Regular checks are completed to ensure that the epipens/jext pens held by the College are in date.

**The Business Manager is responsible for College 1<sup>st</sup> aid training qualification, and arranges training or renewal.**

Notes regarding the signs to look for and instructions on the protocol for dealing with an anaphylactic response are outlined in the Staff Handbook. This is updated annually and all staff sign to say that they have read it.

### **Asthma**

There are two main types of medicines used to treat asthma, relievers and preventers. Usually a child will only need a reliever during the school day. **Relievers** (blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack. They are sometimes taken before exercise. Students who are able to use their inhalers themselves should be allowed to carry them with them. Inhalers should always be available during physical education, sports activities and educational visits. **Preventers** (brown, red, orange inhalers, sometimes tablets) are usually used out of school hours.

Students should carry an inhaler with them at all times and a spare inhaler is stored in the Medical Room. The College also has 2 emergency inhalers for use in the Medical Room and the Games Field.

### **Defibrillator**

A defibrillator is a device that gives a high energy electric shock to the heart through the chest wall to someone who is in cardiac arrest. The College has 2 defibrillators these are located in the College Medical Room and at the Games Field.

### **Self-Management:**

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. This decision is one for the parents and medical professionals and the College will be guided by this.

If students can take their medicines themselves, staff may only need to supervise and the student should take the medicine in the Medical Room.

### **Educational Visits:**

It is the responsibility of the person in charge of a trip to ensure that they are fully aware of the medical needs of any of the students that are accompanying them. Copies of HCPs are available from the College Office or electronically on SIMS. All staff must be aware of what to do in an emergency and have access to emergency services via mobile phone.

Additional epipens/jext pens must be taken for students with severe allergies. Parents must provide information for the Group Leader regarding any prescribed medication. This medication will be supervised by the member of staff in whose group the student is placed.

Teachers may refuse to allow a student to take part in the trip if the parents do not ensure that the appropriate medication is provided and is in date.

**Storage:**

All medicines are kept in a locked, non-portable cabinet in the Medical Room. Some medicines are kept in the fridge in the Medical Room in line with the prescriber's recommendations. All students and staff should be made aware of where medication is stored.

**Emergency Procedures:**

In the event of an emergency, staff should call an ambulance. This should be done from a mobile phone, ensuring that the patient is not left unattended. Members of staff are trained in Emergency Aid and one of these should be sought out by another member of staff or responsible sixth form student. The College Office should be informed and they will then make contact with a parent or other emergency contact and direct the paramedics to the patient on arrival.

A member of staff will always accompany a student to hospital if a parent does not arrive at the College on time. Staff cars should not be used to transport a student to hospital unless there is an emergency and they have been advised to do so.

**Recording:**

All accidents are recorded manually in the 1<sup>st</sup> Aid Book. It is evaluated and policy is amended, if necessary. Some incidents require the Incident/Accident form to be filled out and this is the responsibility of the member of staff on hand when the incident occurred.