

# Medical Treatment of Student Policy

Date Implemented: June 2015

Review Date: June 2017

## **Introduction and Rationale**

Digitech Studio School seeks to support the full range of student need against the 5 outcomes of Every Child Matters. Ensuring that students with medical needs are included, achieve and stay safe is vital.

Most students will at some time have a medical condition that may effect their short term participation in school activities, but some have conditions that, if not properly managed could limit their long term access to education. It is school's responsibility to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

## **Aims and Objectives**

Students with medical needs:

- Access a good general education
- Are included in as wide a range of activities as possible
- Stay safe
- Have their needs known by those responsible for them
- Are supported by multi agency advice

## **Background information (DfES)**

- Parents or carers have the prime responsibility for their child's health and should provide schools with information about their child's medical condition in conjunction with their GP or paediatrician.
- Ideally the Principal should seek parents' agreement before passing on information to other school staff. Sharing information is important if staff and parents are to ensure the best care for a student.
- Teachers who have students with medical needs in their class should understand the nature of the condition and when and where the student might need extra attention. SMSAs and cover staff should also be aware of this. Teachers who do not have access to this information cannot be held responsible if they act incorrectly.
- The School Health Service can also provide advice on health issues to those concerned.
- There is no legal duty requiring school staff to administer medication: this is a voluntary role. It is however the school's responsibility to make sure that those who do so, have support from parents, access to information and training. They must know possible side effects and what to do if they occur.

- Any member of staff considering becoming an identified person for the administration of medication should discuss this issue with their professional organisation.
- School must make sure that insurance arrangements provide full cover for staff acting within the scope of their employment although it is the employer, not the employee who is likely to be held responsible. It is the employer's responsibility to ensure that correct procedures are followed.
- Our Health and Safety Policy should also include procedures attached for supporting students with medical needs, including managing medication.

### **How we achieve our objectives and do as required above:**

#### **Responsibilities:**

- The Councillors and Principal retain the main responsibility for ensuring the Academy systems comply with the law and keep both students and staff safe.
- The Vice Principal will oversee practice to (a) design and monitor systems (b) agree procedures (c) support and help the designated teacher and (d) ensure that all staff have broad training.
- There is a designated member of staff with clearly described responsibility for procedures (see below) at an operational level, supported by appropriately trained administrative officers.
- Teachers have a responsibility for ensuring that they are aware of students' medical needs, follow advice given and procedures for trips.
- Our First Aid Team need to be aware of which students have medical conditions, what they are and what the implications are.
- Health Professionals are responsible for sharing information and skills with staff as needed

#### **The Designated member of staff:**

- Meets the Community Paediatrician and School Nurse formally once a term
- Has access on a weekly basis to the School Nurse
- Updates the medical information given to teachers
- Makes sure that care plans are done, in liaison with school nurse and shared appropriately
- Makes sure that risk assessments are in place as required
- Makes sure that assistants follow procedures very carefully
- Ensure appropriate training has been given to these assistants
- Make sure that full information about administering medication/hygiene is in the medical room and physio rooms.

**Teachers:**

- Will produce Risk Assessments for trips, sports events and work experience
- Will carefully follow school procedures, especially for giving medication

**Procedures:****Sharing Information:**

In -

- Is given by parents on admission forms, which must also request permission to share with teachers and key administrative staff (e.g. first aiders)
- Updates are requested in a letter each September and in regular newsletters – again with permission to share.
- Must be forwarded by all staff to the Designated member of staff if given to them
- From meetings with Health Professionals

Out -

- Full information is held in individual student files on the confidential event log and as a list in the MIS.
- Summary information and advice vital to staff is kept on shared area on the computer network
- Shared in more detail with staff when needed (e.g. trips and special activities) on care plans for key students for trips and focused in risk assessments.

**Giving Medication:**

- Only the First Aider/Medical assistant can give paracetamol to prevent the child getting repeat doses (except on trips)
- We are not to administer anti-biotics. Most students are responsible for taking these themselves. The exception would be a student with additional needs who cannot take that responsibility, in which case the following should apply.
- Prescribed medication can be given only by named and willing staff who have had training
- Only complete packets can be brought into school.
- Before giving any medication, Form B must be completed in agreement with parents
- Medication must be kept in a locked cabinet, labelled with the student's name and checked regularly for `use by` date. Parents should dispose of unused medication.
- A student should take the medication themselves (from a table) and this should be logged in a record book and signed by 2 people, one of whom can be the student if they are responsible enough.
- There should be two keys to the medicine cabinet, one of which is kept in Reception.

- No child should ever use another`s medication.

*These details are displayed in the medical room.*

Visits and special activities:

- Lists of students going on trips should be sent to Designated member of staff at least two weeks before hand to give time to consult with the School Nurse and produce risk assessments
- Any late comers onto Trip Lists must be checked with the first aider for medical information
- Staffing on trips should take into account the needs of both disabled students and those with medical needs and whether any adults going are prepared and trained to give medication/carry out medical procedures. Designated teacher will advise.
- Risk Assessments and/or Care Plans will be given to the Trip Organiser at least 48 hours before the trip.

#### **Reviewing this policy**

This policy will be reviewed by the Academy Council at least every two years, to ensure that it conforms to current guidelines and any legislation.