



# Supporting Students with Medical Needs Policy

## **Policy Review**

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **19<sup>th</sup> February 2015**

Last review date: **22<sup>nd</sup> July 2018**

Date of next review: **22<sup>nd</sup> July 2019**

Signed

Date: 19<sup>th</sup> December 2018

A handwritten signature in black ink, appearing to be "Craig Dembicki", written in a cursive style.

Craig Dembicki  
Managing Director  
Education 1st

### **Purpose**

The Children & Families Act 2014 places a statutory duty on schools to make arrangements to support students with medical conditions. The Managing Director is legally responsible and accountable for ensuring that students on roll at Education 1st have their medical needs met. This is delegated to the Operations Manager and then to the Health and Safety Lead who ensures the implementation of the policy.

Long term or chronic medical conditions can have a substantial and long-term adverse impact on a student's ability to participate in normal day to day activities. Under the terms of the Equality Act, directors and governors must make reasonable adjustments to enable the student to participate fully in school activities and make at least the expected progress in learning.

### **Related Policies**

Attendance Policy

Child Protection and Safeguarding Policy

Complaints Policy

Health and Safety and Risk Management Policy

Inclusion and SEND Policy

Education Trips and Visits Policy

First Aid Policy

Body Fluid Spillage Policy

### **Responsibilities:**

The Operations Manager **must:**

- Ensure that medical professionals, parents/carers and students have been consulted during the admission of a student;
- Be satisfied that Education 1st understands the impact of medical conditions on students' wellbeing and ability to achieve;
- Be aware of the role of individual healthcare plans and who is responsible for their development and implementation;

The Health and Safety Lead **must:**

- Be satisfied that students are encouraged and supported in managing their own health needs and medicines, as appropriate;
- Ensure that written records are accurately maintained and perform audits on these at appropriate intervals;
- Ensure that staff have been made aware of unacceptable practice;
- Ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Primary/ Secondary Lead **must:**

- Ensure that day to day students access their prescribed medication, where necessary, whilst at Education 1st;
- Ensure they obtain prescribed medication in its box with the prescription and dosage on the label;
- Ensure that written records are promptly written down;
- Ensure that the Medical Box on site is adequately locked away.

### **Transition, welcome and support arrangements on entry**

Education 1<sup>st</sup> will welcome and support students with medical needs and ensure that all students with medical conditions have the same opportunities as others within the learning centre. Education 1<sup>st</sup> is an inclusive community that aims to welcome and support students with medical conditions.

Arrangements for managing and supporting medical needs will be discussed and agreed at admission with parents/carers and the commissioning body.

### **Individual Healthcare Plans**

Education 1<sup>st</sup> will maintain a record of health care plans, kept within student profiles which is shared with staff via the company google drive. Any student with a serious medical condition will be highlighted to staff. Any students requiring medicine whilst in our provision will have parental consent provided in the Healthcare plan. Any changes to a child health will result in the review of a healthcare plan.

### **Inclusive practice and re-integration after long term absence**

Education 1<sup>st</sup> will ensure that students with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible. Students will have a planned re-integration with students after a long absence with appropriate key staff

### **School trips and residential visits**

Education 1<sup>st</sup> will ensure that students with medical conditions can participate fully in all aspects of the curriculum and provide appropriate adjustments and additional support where this has been identified

### **Roles and responsibilities**

Education 1<sup>st</sup> has a duty of care for all students and will ensure that all staff are aware of their roles and responsibilities by sharing and communicating the policy with all staff.

### **Receiving medication**

Any medication received from parents must only be accepted and dispensed if the medication has:

- Been provided in the original container
- Shows the date prescribed
- Shows the patient's name
- Dosage information
- Expiration date
- Name of prescribing doctor

### **Storage of medication**

- 1) Medication will be stored as follows:
  - a) Inaccessible to children, locked
  - b) Separate from staff or household medication
  - c) Protected from sources of contamination
  - d) Away from heat, light and sources of moisture (not in the kitchen or bathroom)
  - e) At temperature specified on the label (refrigerated if required)
  - f) So that internal (oral) and external (topical) medications are separated
  - g) Separate from food
  - h) In a sanitary and orderly manner
- 2) Medications no longer being used will promptly be returned to parents/carers or discarded.
- 3) Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider.

### **Administering medication by staff**

Education 1st maintains staff trained in dispensing medicine at the Learning Centres by an external and reputable provider.

#### **Medication Administration Procedure**

1. Wash hands before preparing medications.
2. Medication errors will be controlled by checking the following four items each time medication is given:
  - a. Right Student
  - b. Right Medication
  - c. Right Time
  - d. Right Dosage
3. For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
4. Wash hands after administering medication.

### **Self-Administration by Child**

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met AND:

1. Written permission from parent/legal guardian is obtained within the Health Care Plan, indicating the child is capable of self-medication without assistance.
2. The child's medications and supplies are inaccessible to other children.

### **Disposing of medication**

Any unused medication should be returned to the student's parent or carer. If for some reason this is not possible then suitable arrangements must be made for the safe disposal of the medication. Pharmacies accept unused medication and will dispose of it appropriately in line with hazardous waste regulations.

### **Record keeping**

Education 1<sup>st</sup> will maintain accurate and timely records (Within the centre log book) for all students where medication needs to be administered. This will include updated information on doses and timings.

### **Dealing with emergencies**

All staff understand what to do in a medical emergency by following the Emergency Action Plan.

### **Risk assessments**

Education 1<sup>st</sup> will carry out individual risk assessments for students who participate in out of school activities, work placements and trips to ensure that appropriate provision is made for the health, safety wellbeing of both students and staff.