

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: **19th February 2015**

Reviewed: **17th July 2024**

Date of next review: **17th July 2025**

Signed



Craig Dembicki
Managing Director

Purpose of this Policy

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 Director / Operations Managers who ensure 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, Education 1st must make reasonable adjustments to enable students to participate fully in educational activities and make at least the expected progress in learning.

Related Policies:

Attendance Policy
Child Protection and Safeguarding Policy
Complaints & Feedback Policy
Health and Safety and Risk Management Policy
SEND & Inclusion Policy
Education Trips and Visits Policy
First Aid Policy
Body Fluid Spillage Policy

Responsibilities:

The Operations Director and/or Managers **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 Operations Managers **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 1st 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 1st 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 on at admission with parents/carers and the commissioning body.

Individual Healthcare Plans

Education 1st 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's health will result in the review of a healthcare plan.

Inclusive practice and re-integration after long term absence

Education 1st will ensure that students with medical conditions are included in all activities within the provision 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.

Trips and Visits

Education 1st 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 1st 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

Normally Education 1st is unable to receive, store or dispense medication for use with or by students.

In exceptional circumstances Education 1st could (with advance notification and planning) consider holding medication for use by students. In such circumstances - any medication received from parents would 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

Normally Education 1st is unable to receive or store medication for use with or by students.

In exceptional circumstances Education 1st could (with advance notification and planning) consider storing medication for use by students. In such circumstances -

- 1) Medication would 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

Normally Education 1st is unable to dispense medication to students for their use.

In exceptional circumstances Education 1st could (with advance notification and planning) consider dispensing medication for use by an individual student. In such circumstances

Education 1st would need to maintain a staff member trained in dispensing medicine at a secure location. The following Medical Administration Procedure would apply:

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 Children and Young People

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when 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 1st will maintain accurate and timely records (Within the centre logbook) 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 1st will carry out individual risk assessments for students who participate in off-site activities and trips to ensure that appropriate provision is made for the health, safety and wellbeing of both students and staff.