



Medication & Pupil Health Policy

Person Responsible: Anne Clinton

Date of Review: October 2018

Next Review: October 2021

Oaklands School provides education to young people including those with long-term and complex medical needs. The school will seek to provide the highest quality care within its capacity to provide that care and will inform parents and the local authority of any shortfall in its capacity to meet medical needs.

It is the responsibility of parents to inform the school of all medical conditions in respect of their child's care and to inform the school of any changes in their child's condition.

Health Information Forms

The school will request specific information on a child's entry to the school and will check the accuracy of this information by asking parents to review the content on an annual basis. From September 2017 the annual check of medical details will be made by the school nurse for those on the continuing care caseload, and the school admin team for those who are not.

From September 2017, the annual check of medical details will be completed by the Special School Nursing Team for children on the Special School Nursing caseload and the school team for those who are not.

Health care plans

The health information form is held the pupil file in the classroom. A copy will also be held in the Head Teacher's office.

Pupils with particular health needs and who need medical intervention during the school day will have an appropriate healthcare plan drawn up by the school nurse (Community nurse in the Special school nursing team or the school nurse in CLCH team) with parents and relevant medical professionals. The healthcare plan will set out what care is needed and how that care will be provided.

All staff working with children should familiarise themselves with pupil care plans.



All healthcare plans should be reviewed on an annual basis by the school nursing team, and more frequently if anything changes. All updated health information and care plans should be given in the first instance to the Head Teacher who will ensure that school staff are informed and that old plans are discarded.

Children who are not on the Special School nursing team's caseload, but their needs have changed or you feel there is a nursing need to support the child in the school, please contact the Special School nursing team to refer the pupil into their caseload.

Risk Assessments

Risk assessments are prepared for students for a variety of reasons as follows;

Risk assessments for moving and handling are prepared and managed by the school manual handling trainers (Nancy Beesley and Sophie Carswell).

Risk assessments associated with pupil medical needs and pupil behaviour are prepared and managed by the class teacher and team where required. Outings risk assessments include details of issues which may present themselves during off site activities and identify which member of the accompanying staff team will deal with these issues.

Classroom staff should have access to all relevant risk assessments and ensure they are familiar with the strategies to be used with each pupil.

Receiving, checking and storing medication in school

Receiving medication

Medication sent to school either for use in school or in transit must be carried by the transport escort and handed to a member of school staff on arrival at school. Medication should never be carried in a child's bag.

The member of staff receiving the medication will, in normal circumstances, be the healthcare assistant. The receipt of medication will be recorded in the medication file and the medication locked in the medicine cupboard in the medical room. Emergency medication for students whose classrooms are on the first floor will be stored during the school day in a secure medication box in the student's classroom, **inside the walk in cupboard**.

Where students are taking part in activities that are a considerable distance from the base classroom or outside, a class bag with a padlock is supplied so that the medication is kept with the staff at all times should it be required in an emergency. The school healthcare assistant will deliver and collect this daily. At the end of the school day the medication file and the keys to the medication cupboard will be taken to the school office.



The responsibility for the administration of medical care

In April 2016 support staff job descriptions were updated to include the administration of medical care including gastric feeds. Staff would be trained to carry out such care as is needed in their roles by NHS staff and would do so as part of their role *where there is a healthcare assistant on site and a qualified nurse visiting school regularly*. School staff will not administer medical care in lieu of NHS staff or to deal with staff shortages, but in order that pupils do not need to be removed from lessons to receive such care. All support staff were given a choice whether to take up such duties. All new support staff appointed after April 2016 will have the new job description.

Asthma inhalers and epipens

Any asthma inhalers or epipens will be carried with the pupil who may need to use them at all times both on and off site. Any asthma inhalers or epipen will be carried with the pupil at all times within the school, and taken with them to any off site activities as they may need to use it at any time. These medications will be stored in the classrooms in locked cabinets. School staffs are responsible to check expiry date and ensure adequate topping up is requested from parents when medication is used.

The school keeps a spare asthma inhaler and a spare epipen for use in the unlikely event that the student's own fails. These spares may only be used for pupils who have a care plan for either asthma or for an epipen and for no other pupil. The spares should not be used unless the students own have failed, they should not be used instead of insisting a parents supplies a replacement.

Staff working in the class groups where pupils are asthmatic or who need an epipen will be trained by the CCG nurse annually.

Pupils who need Oxygen and/or suctioning

The staff who work with pupils who need oxygen and/or suctioning are provided with a daily check list by the CCG nurse. Staff should carry out the check tasks as indicated. This includes a check that there is adequate oxygen (not in red) before the pupil is allowed to go home on provided transport, and that where a suctioning machine isn't adequately charged with more than 2 bars equally the pupils will not be allowed to travel on transport.

The administration of medication

Medication will only be administered in school when there is written permission and instruction to do so from the parents.



All prescribed medication administered in school must be supplied by the parent in its original packaging including the pharmacy label giving the child's name, drug name, dose, instructions for administration, cautionary advice, and dates of dispensing and expiry.

In school medication is usually administered and managed by a healthcare assistant who is employed by the NHS trust, except where it is administered by support staff in order to avoid pupils missing education to receive medical care.

In the absence of the healthcare assistant and when no replacement is available there may be extremely rare circumstances in which pupils needing medication may not be able to attend school. The school will keep parents fully informed.

A written record will be kept of all medication administered and signed by the person administering that medication. The administration of medication form is located in the bag with the medication in the medical cupboard in the medical room. Medication administration documentation should be kept with the care plan in the classroom/outing bag folder and handed over to the special school nursing team at the end of the academic year for filing.

Administration of medication on off site activities

If it is planned that any member of staff will administer medication during an offsite activity details will be recorded in the risk assessment for that activity including the child's name and staff name. That member of staff will initial to indicate they have agreed to administer the medication.

Any medication taken out of school for an activity will be carried in a container clearly labelled with the child's name. A copy of the care plan including the instructions for the administration of that medication will also be carried. Medication will not be left in any vehicle, but carried with the staff in charge of the child in an appropriate bag.

Buccal Midazolam

A number of pupils at Oaklands need emergency Buccal Midazolam if they have a seizure. This is reflected in their care plan.

It should be noted that if a pupil has had buccal midazolam at or after 2pm then they should not travel on transport, their parents will need to collect them.

The administration of gastric feeds

Gastric meals will be administered by the healthcare assistant according to the plan drawn up by the dietician. Some gastric feeds might be administered by support staff in a classroom or during an outing so that pupils do not miss educational activities. Gastric feeds will always be prepared by the healthcare assistant.

Illness

It is the responsibility of parents to keep children at home during illness. It should be noted in particular that pupils should be kept at home while they are taking antibiotics for any illness and that they should remain off school for 48 hours after the last incidence of sickness or diarrhoea. Pupils needing longer than a 5 days course of antibiotic treatment and otherwise well enough to attend school should contact the school and Special School nursing team to discuss if attendance if possible, a decision will be made based on the individual child's needs.

Children taken ill during the school day

If a child is taken ill during the school day this should be reported to a member of the SLT who will make a decision whether the child should remain in school.

All illness will be reported to parents.

If it is determined that the child needs to go home the parent will be asked to collect them as soon as possible.

If a child needs to be seen by a doctor or hospital (non emergency) then the parents will be asked to take them.

Dealing with accidents and emergencies

In the event of an incident the staff with the child will be the first to respond

Where first aid is required a trained first aider should be called

The school has six trained first aiders.

The preparation of timetables and arrangements for daily cover will take account for the necessity for there to be a trained first aider on the school site at all times.

First aid boxes and supplies



First aid boxes are located in all class bases, reception, Business Managers office, art & DT room, FT room, staffroom. First aiders have their own grab bag style first aid kits.

There are defibrillators at reception, in the swimming pool and in great Oaks College.

First aid boxes will be checked termly. The person responsible for checking first aid boxes and ordering supplies is Sarah Hawes.

It should be noted that neither the healthcare assistant nor the special school nurses are first aiders and should not be asked to take responsibility for checking any injuries.

Children requiring emergency hospital treatment

In the case of an emergency requiring hospital treatment the parent will be informed immediately and a staff member will accompany the child to the hospital and await parents there.

If accompanying a child to hospital in the case of an emergency the member of staff should take the child's personal details, what emergency medication (if any) has been administered, and any medication the child regularly uses. If possible, take the package of the emergency medication with them to show hospital staff what have been administered.

Recording accidents

All accidents must be recorded on the online accident reporting system. This should be done with Lindsey Banks as soon as practically possible.

All accidents, including minor accidents should be reported to parents on the day that they occur before the child arrives home.

Training

A programme of regular training is required for awareness of medical conditions and the administration of medication. This is arranged by the school nurse Special School Nursing Team or CLC school nurse with SLT.

A central register of trained staff is kept by the HR Officer.

Chair of Committee:

Print name:

Date:

