



## **Medication & Pupil Health Policy**

Person Responsible: Anne Clinton

Date of Review: Autumn 2016

Next Review: Autumn 2019

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.

The school will request specific information on a child's entry to the school and will check the accuracy of this information on an annual basis.

The administration of medication in school will be carried out in accordance with the London Borough of Hounslow Policy.

It is the responsibility of all staff to familiarise themselves with these guidelines. A copy is available in the staffroom and one in the Head teacher's office.

### **Health care plans**

All pupils will have a health information form completed by the parents and the school nurse. Copies will be held in the pupil central file and in the pupil file in the classroom. A copy will also be held in the Head Teacher's office.

Pupils with particular health needs will have an appropriate healthcare plan setting out the care they need during school hours (asthma, epilepsy, diabetes, oxygen etc)

All Health information forms and healthcare plans will be reviewed on an annual basis and more frequently if anything changes.

### **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 Beeswell 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. 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.

#### **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 a member of NHS staff or on offsite activities medication may be administered by a member of school staff.

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.

#### **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.

#### **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 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 diahorrea.

#### **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 eight 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 DT room, FT room, art room, class1, lodge, staffroom, main office.

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

It should be noted that the healthcare assistant is not a first aider 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

#### **Recording accidents**

All accidents must be recorded on the online accident reporting system, available on all school computers in the school building.

All accidents, including minor accidents should be reported to parents.

**Training**

A programme of regular training is required for awareness of medical conditions and the administration of medication. This is arranged by SLT

A central register of trained staff is kept by the CPD coordinator.

Chair of Committee:

Print name:

Date: