

Medication & Pupil Health Policy

Person Responsible: Anne Clinton

Date of Review: January 2021

Next Review: January 2022

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.

Oaklands has two sites; New Oaks Primary at Woodlands Road and High Oaks Secondary at Gresham Road. This policy is suitable for operations on both sites, processes are the same unless otherwise indicated.

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.

Health care plans

The health information form is held the pupil file in the classroom and uploaded onto the school's u drive. A copy will also be held in the Head Teacher's office.

All pupils with medical care needs which need to be delivered during the school day need a medical care plan. For pupils on the CCG caseload their medical care plan will be drawn up by the CCG nurses. For pupils who are not on the CCG caseload the medical care plan needs to be provided to the school by the parent from their GP or another relevant medical professional.

All medical care plans must be reviewed annually or more frequently if any care needs change. The responsibility for reviewing medical care plans for pupils of the CCG caseload is with the CCG nurse. For pupils not on the CCG caseload the responsibility is with the parents. Parents will be provided with support by the family liaison officer.



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

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 at Woodlands Road, Aga Scazilo and Sarah Hawes at Gresham Road).

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 health care assistant or 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 Gresham Road 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 CCG nurses 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 unless it is directed by a paramedic during an emergency situation. 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. School staff will never administer any medication all all without written consent which includes the name of the medication, the dose to be administered, time it should be administered, signed by the parent.

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.

If medication which should be administered before school has not been administered by parents or carers

If a young person needs to be given medication in the morning before school, and that medication has not been administered, the child should not be either brought or sent to school until the medication has been administered. School staff are not able to administer medication without written consent in place.

If parents or carers realise after taking or sending a child to school that medication has not been administered they should attend school at the earliest opportunity to administer that medication.

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-day course of antibiotic treatment and otherwise well enough to attend school should contact the school and CCG nursing team to discuss if attendance is 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 ten trained first aiders at Gresham Road, and four paediatric first aiders at Woodlands Road.

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 at Gresham Road 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.

First aid boxes are located at Woodlands Road in the admin office, the swimming pool, the cookery room and in the Little Oaks nursery.

All school minibuses have a first aid kit on board.

At Gresham Road there are defibrillators at reception, in the swimming pool and in Great Oaks College.

At Woodlands Road there is a defibrillator at reception.

First aid boxes in situ will be checked termly. The person responsible for checking first aid boxes and ordering supplies is the senior site manager at Gresham Road, and the site manager at Woodlands Road. First aiders are themselves responsible for checking the content of their own portable kits.

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 Rany Kalsi at Gresham Road, and with a member of the admin team at Woodlands Road, 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 or the CCG Nursing Team with SLT.

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

Chair of Committee:

Print name:

Date: