

# **Federation of Aylestone, Broadlands and Withington Policy and procedure for supporting pupils with medical needs, including managing medication**

Original Policy Adopted by Aylestone Business and Enterprise College:

Date adopted: federation policy adopted September 2015

Review Date: September 2011 SL Alderton, July 2015 S L Alderton

## **Rationale**

Most students have, at some time, a medical condition that may affect their joining in school activities. For many this will be short-term, perhaps finishing a course of medication. In some cases students will only need immediate short-term support.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. These students are regarded as having medical needs but are able to attend school regularly with some support from school and can take part in most normal school activities. However, the school must identify the necessary safety measures to support such students and together with parents draw up a health care plan to ensure that they and others are not put at risk.

In order to facilitate the majority of students attending school the following procedures are in place so that children with short or long term needs receive proper care and support.

## **Children with medical conditions:**

For children that have a **medical condition** the school **MUST** be informed of all medical needs as and when they occur; for some of the long-term conditions an individual healthcare plan will be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

## **Prescribed Medication**

- Students may bring prescribed medication into school to finish off a course of treatment, eg antibiotics, or apply a lotion **if this needs to be taken more than 3 times a day. This medication should be labelled with the original prescription label,** and given into the school medical office with directions for use. The school will not be able to accept prescribed medication that are not in date, labelled in the original container and stipulating that they have to be taken during school time; most medication is prescribed in dose frequencies which enable them to be taken outside of school hours. The First

May 2010

SL Alderton Reviewed September 2011

Aider will supervise the taking of this medication during the college day. Try to get them to take it at home.

NB: Prior written consent from parents or guardians is needed before any medication may be given to a child under 16.

Students may carry inhalers for asthma in Aylestone, in Broadlands and Withington inhalers are handed in to the class teacher for safety reasons.

- However, First Aiders via the medical office must be informed that inhalers are in school and students must not share inhalers with other students. A spare inhaler, named, should be kept in the medical office for emergency use.
- Parents of students with long-term medical needs, eg epilepsy, diabetes, chronic asthma etc, must discuss long-term medical needs with the **Achievement Coordinator/ Head of Learning/ Class teacher**. A record of treatment and contact information will be held in the office.
- First Aiders are on call throughout the school day. First Aid training is regularly updated. A record is kept by First Aiders of all visits to the medical office, treatment given and medication administered.
- If a student refuses to take medication, a First Aider will not force them to do so. Parents or carers will be informed as a matter of urgency and, if necessary, emergency services called.
- All medication is kept in the medical office. Medication must be labelled with the name of the student, the name and dose of the drug and frequency of administration.
- Pupils sometimes ask for painkillers. **Staff are not permitted to give painkillers to student without written permission from parents and verbal information from parents at each time they are administered to check that they have not previously taken them.** A First Aider may telephone a parent for permission for a paracetamol to be administered in the case of period pains or mild headaches only. Students should bring their own tablets into college clearly marked with their name on the packet and these must be left at the office. Staff will not give non-prescribed tablets to students. They may not know whether the student has taken a previous dose, or whether the tablet may react with other medication taken.

#### **DRUGS MUST NOT BE TRANSFERRED FROM THEIR ORIGINAL CONTAINERS.**

- Staff will not dispose of medicines. Parents should collect medicines held at school at the end of each term and are then responsible for their disposal.
- All staff should know how to call the emergency services. Guidance is printed in the office. Students taken to hospital by ambulance should be accompanied by a member of staff who should remain until the student's parent/guardian arrives.

- Generally staff should not take students to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability/business use vehicle insurance.

### **Head injuries**

- All pupils sustaining head injuries will be issued with an advice form to parents. Those with minor incidents are reminded to show this to each of their remaining teachers that day, if attendance at further classes is deemed the appropriate route. They should then give this to their parents on their return home, in case of delayed concussion etc. More serious incidents will lead to parents being informed as soon as possible. As with all serious accidents, the pupil will be taken to A & E , accompanied by a suitable adult, until their parents can join them at the hospital.

### **The accident log**

- **For pupils** this will be completed by the adult reporting the accident, in conjunction with the first aider who gave assistance.
- **For Staff** All accidents sustained by staff, during the pursuance of their duties, should be recorded in the accident book as soon as practicable.

# Medical Protocol for Aylestone Business and Enterprise College

## Medical Procedure 2015/16

### Pupil

- Any pupil that is feeling unwell and wants to go home they should try to speak to their form tutor first. If FT is not available then pupil is to go to Assistant AC, AC or a member of SLT for a red slip to go to CW (or appointed first aider if CW not available). **Pupils must not leave lessons to find their form tutor.**
  - **Pupils with slip.** Pupils should report to the CW office (if CW not there, there will be a notice on her door of where to go). Assessment of pupil will be made, and parents will be called and asked to collect pupil or if medication can be given. If parents are un-contactable pupils will be returned to class.
  - Any pupil that has medicine at school should hand this into CW during form time at her office arrangements will then be made for them to take their medicine. (only prescribed medication can be given).
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### Form tutor

- If a member of your form asks you for permission to be sent home unwell you should base your judgement on their **appearance, attendance patterns and your general knowledge of the pupil**, in the same way that you would have judged whether to send the pupil to the medical office in any class situation previously.
  - If you think they should attend medical to be assessed please issue them a medical permission slip.
  - Do not let pupils use their mobile phones to call parents; they must go to CW's Office.
  - Do not tell them this slip means they are going home.
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### Class teacher

- **Please do not send a child out of your lesson to go to medical room or to find form tutor.**
  - **If a child is seriously unwell, telephone GO to request a first aider or send another pupil to the General Office to request a first aider.**
  - **For accidents requiring first aid, telephone GO to request a first aider – or send another pupil to the General Office to request a first aider. Do not send the pupil to the medical room.**
  - **Do not let pupils use their mobile phones to call parents.**
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### General Office

- If first aider is requested call staff who are first aid trained according to the medical rota

### Administering care of injury:

- Assess and treat accordingly.
- Once treated fill in form for returning to lesson late – i.e. proof of visit to medical room; or if going home (presuming contact has been made ) give a slip to do so and send to reception on time for parents to collect (Not to be sat waiting in reception a long time).

- Head injury form to be sent home with **all** head injuries. Must be with an adult whilst waiting to be collected.
- Ice packs handed out – fill forms out with name and ice pack number and remember to chase up if not returned. Tell pupils they **MUST** return ice packs upstairs in student services; if not returned there will be a charge.
- *Record all details on SIMS.*

#### **ADDING ONTO SIMS:**

Browse and look for pupil :-

- select Medical
- scroll down to MEDICAL EVENT
- NEW EVENT
- Fill in fields from drop downs and add in date
- New again
  - Type – General Document
  - Summary – Brief description
  - Note – time and full description
- OK to that page
- Ok to next page
- **MUST save----- Do not save – will lose all information**

#### **REGISTER**

- If a pupil is with you at the start of a lesson mark the register to notify staff – mark present and add note that they are with first aid.
- If you send a pupil home during the day – make sure the register is marked accordingly (I) add a note of why gone home and initial it e.g: (football injury collected by Dad to go to A+E CW)
- If necessary complete an **accident form** and once signed by all parties pass to BF.

#### **Ill / Sick pupil:-**

If a pupil is physically sick they must (should) go home as soon as possible.

Contact parents to arrange for collection **notifying them of the 48 hour clear rule for sickness**; issue pupil with relevant sickness form and arrange to be in reception at point of parent/carer collecting.

For other all pupils sent home mark the register accordingly adding in a note and initialling it e.g: (Sickness CW)

#### **Paracetamol**

- If a pupil is unwell but could stay in school by having a dose of paracetamol; check that there is a signed form in the cabinet in the medical room from their parents giving authorisation.
- If there is a form: phone the contact on the form to ask for permission to give paracetamol at this point – checking that they haven't already had any; do they normally have 1 or 2 x 500mg tablet?; then administer as directed – Add onto SIMS (as above) stipulating who spoke to, time and dose taken.
- If there is no form if the pupil really can't manage staying in school then phone parent/ carer and follow sending home protocol as above.

## Parental agreement for ABEC to administer paracetamol

**The school will not give your child medicine unless you complete and sign this form; and then at the time of the event also give verbal consent that will be recorded.**

Date for review to be initiated by	2015/16 (unless notified by parents before)
Name of school/setting	Aylestone Business and Enterprise College
Name of child	
Date of birth	
Group/class/form	

### Medicine

Paracetamol (tablets)	500mg tablets
Are there any side effects that the school/setting needs to know about?	

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
Contact 2 + details:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Aylestone Business and Enterprise College (ABEC) medical staff administering medicine in accordance with ABEC's policy. I will inform ABEC immediately, in writing, if there is any change to the above information/ consent.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Medical Information

Name of school	Aylestone Business and Enterprise College
Child's name	
Year/form	
Date of birth	
Child's address	
Medical diagnosis or condition	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Describe what constitutes an emergency, and the action to take if this occurs

Signed..... Date.....