



Beamont Collegiate Academy

MEDICAL TREATMENT POLICY

Date approved by the Governing Body	20.10.16
Signature of Chair to the BFP committee	L Waterson
Signature of Academy Principal	A Moorcroft
Date of Review	20.11.17

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1. Introduction

- 1.1 Beamont Collegiate Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at Beamont Collegiate Academy. In addition, the Academy has adopted the guidance published by the DfE/Department of Health entitled “Supporting Students with Medical Needs: a good practice guide”.
- 1.2 All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedures will be discussed with the student and parent for their agreement prior to the disclosure.
- 1.3 The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in Beamont Collegiate Academy and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

2. Students with long-term medical needs

- 2.1 Students with medical needs entering Beamont Collegiate Academy from local schools will usually be identified through student records and transition procedures. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.
- 2.2 Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the student’s General Practitioner.
- 2.3 Parents are responsible for informing the Academy of medical issues that arise or change during the student’s time in the Academy.

3. Medicines in the Academy

- 3.1 The Director of Student Services should be informed of any medication brought into the Academy at any time. This information must be logged on the medical register.

- 3.2 Information regarding any prescribed medication should be made available to the student's Tutor.
- 3.3 In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

4. Roles and Responsibilities

- 4.1 All staff in academies and schools have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice the Academy will review cases individually and administer medicines in order to meet the all round needs of the young person. However, there is no legal duty requiring staff to administer medication or to supervise a young person when they are taking medicines. This is a voluntary role.
- 4.2 Under the Equality Act 2010, academies, schools and educational settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of Academy life, including educational visits and sporting activities.
- 4.3 The Principal, in consultation with the Governing Body, staff, parents/carers, health professionals and the Local Authority, is responsible for deciding whether the Academy can assist a child with medical needs. The Principal is responsible for;
 - (a) Implementing the policy on a daily basis
 - (b) Ensuring that the procedures are understood and implemented
 - (c) Ensuring appropriate training is provided
 - (d) Making sure there is effective communication with parents/carers, children and young people, Academy staff and all relevant health professionals concerning the student's health needs.
- 4.4 Staff, including supply staff, must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated person with responsibility for medical care.

5. Parents/Carers

- 5.1 It is the responsibility of parents/carers to;
 - (a) Inform the Academy of their child's medical needs

- (b) Provide any medication in a container clearly labelled with the following;
- THE YOUNG PERSON'S NAME
 - NAME OF MEDICINE
 - DOSE AND FREQUENCY OF MEDICATION
 - SPECIAL STORAGE ARRANGEMENTS
- (c) Collect and dispose of any medicines held in Academy at the end of each term. Space removed
- (d) Ensure that medicines have not passed the expiry date.

6. Student Information

- 6.1 Parents/carers will be required to give the following information about their child's long term medical needs and to update it at the start of each Academy academic year;
- (a) Details of student's medical needs
 - (b) Medication, including any side effects
 - (c) Allergies
 - (d) Name of GP/consultants
 - (e) Special requirements eg. dietary needs, pre-activity precautions
 - (f) What to do and who to contact in an emergency
 - (g) Cultural and religious views regarding medical care.

7. section 7 removed.

8. Academy off-premises visits

- 8.1 Beamont Collegiate Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.
- 8.2 To ensure that as far as possible, all students have access to all activities and areas of Academy life, a thorough risk assessment will be undertaken to ensure the safety of all students and staff. No decision about a child with medical needs attending/not attending an Academy trip will be taken without prior consultation with the parents/carers.
- 8.3 Residential trips and visits off site;
- (a) Sufficient essential medicines and appropriate risk assessments will be taken and controlled by the member of staff supervising the trip.

- (b) If it is felt that additional supervision is required during any activities the Academy may request the assistance of the parent/carer. (Please see the Off-site Activities Policy for more details)

9. Policy on specific medical issues

- 9.1 The Academy welcomes all students and encourages them to participate fully in all activities.
- 9.2 The Academy will advise staff on the practical aspects of management of:
 - (a) Asthma attacks
 - (b) Diabetes
 - (c) Epilepsy
 - (d) An Anaphylactic Reaction
- 9.3 The Academy will keep a record of students who may require such treatment.
- 9.4 The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

10. Administering Medication

- 10.1 It is expected that parents/carers will normally administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).
- 10.2 **A Request to Administer Medication Form** (Appendix 1) must be completed. As stated in paragraph 3, staff are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role and only a named member of staff may take this role.
- 10.3 The Principal will decide whether any medication will be administered in the Academy and following consultation with staff, by whom. All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Students will be told where their medication is kept and who will administer it.
- 10.4 Any named member of staff, on each occasion, giving medicine to a student should check;
 - (a) Name of student
 - (b) Written instructions provided by the parents/carers or doctor

- (c) Prescribed dose
 - (d) Expiry date
- 10.5 Written permission from the parents/carers will be required for students to self-administer medicine(s). A **Request to Self - Administer Medication Form** must be completed (Appendix 2)

11. Storage

- 11.1 All medicine will be kept in a locked cabinet in the Academy's administration office. All medicine will be logged onto the Academy's file. Inhalers must be labelled with the student's name (unless the student has permission to carry their inhaler).

12. Records

- 12.1 Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the administration office. The sheets will record the following;
- (a) Name of student
 - (b) Date and time of administration
 - (c) Who supervised the administration
 - (d) Name of medication
 - (e) Dosage
 - (f) A note of any side effects
 - (g) If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so

13. Refusing Medication

- 13.1 If a student refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the student's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the named member of staff.

14. Training

- 14.1 Training and advice will be provided by health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate.

15. Invasive treatment

- 15.1 This will only take place at the discretion of the Principal and Governors, with written permission from the parents/carers and only under exceptional circumstances.
- 15.2 Two adults, one of the same gender as the student, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. All such treatment will be recorded.

16. Emergency Procedures

- 16.1 The Principal will ensure that all staff are aware of the Academy's planned emergency procedures in the event of medical needs.

17. Carrying medicines

- 17.1 For safety reasons students are not allowed to carry medication unless parents have expressly asked for them to do so on the **Request to Self - Administer Medication Form**. All medicines must be handed to the Academy administration staff or Senior Leader on entry to the Academy's premises.

18. Monitoring, Evaluation and Review

- 18.1 The Governing Body will review this policy at least every year and assess its implementation and effectiveness.
- 18.2 The policy will be promoted and implemented throughout the Academy.

APPENDIX 1

REQUEST TO ADMINISTER MEDICATION FORM

(to be filed in Medication Administration Record File)

Beamont Collegiate Academy will not give your child any medication unless you complete and sign this form and the Principal/ Senior Leadership Team has confirmed that Academy staff have agreed to administer the medication.

DETAILS OF STUDENT

Surname:

Forename (s):

Address:

M/F:

Date of Birth:

Class/Form:

Reason for medication

.....

Please complete below contact details for 2 parents/carers and the student's GP

CONTACT DETAILS:

Name:

Daytime Contact Telephone No:

Relationship to Student:

Address:

CONTACT DETAILS:

Name:

Daytime Contact Telephone No:

Relationship to Student:

Address:

GP CONTACT DETAILS:

Name:

Address:

Daytime Contact Telephone No:

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in the Academy and accept that this is a service which the Academy is not obliged to undertake.

Date:

Signature (s):

.....

MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication?

Date dispensed:

.....

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method:

Timing:

Special Precautions:

- a) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

- b) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her medication on him/her for use as necessary: (please note that this option excludes Methylphenidate e.g. Ritalin, Equasym).

APPENDIX 2

REQUEST TO SELF-ADMINISTER MEDICATION FORM

(to be filed in Medication Administration Record File)

Beamont Collegiate Academy will not permit your child to self-administer any medication unless you complete and sign this form and the Principal/ Senior Leadership Team has confirmed that Academy staff have agreed to supervise them (if necessary)

DETAILS OF STUDENT

Surname:

Forename (s):

Address:

M/F:

Date of Birth:

Class/Form:

Reason for medication

.....

Please complete below contact details for 2 parents/carers and the student's GP

CONTACT DETAILS:

Name:

Relationship to Student:

Address:

Daytime Contact Telephone No:

CONTACT DETAILS:

Name:

Relationship to Student:

Address:

Daytime Contact Telephone No:

GP CONTACT DETAILS:

Name:

Address:

Daytime Contact Telephone No:

PLEASE COMPLETE THIS SECTION REGARDING STORAGE OF MEDICATION

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in the Academy and accept that this is a service which the Academy is not obliged to undertake.

Date:

Signature (s):

.....

- a) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.
- b) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her medication on him/her for use as necessary: (please note that this option excludes Methylphenidate e.g. Ritalin, Equasym).

MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication?

Date dispensed:

.....

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method:

Timing:

Special Precautions:

PLEASE OUTLINE BELOW ANY SPECIAL ARRANGEMENTS THAT NEED TO BE MADE FOR YOUR SON OR DAUGHTER TO SAFELY SELF-ADMINISTER THEIR MEDICATION

Is supervision of this self administration required?

Yes **No** (Please delete accordingly)

ANNEX 3

OTHER USEFUL GUIDANCE

Department for Education

Circular 3/94 - The Development of Special Schools

Circular 10/96 - The 1996 School Premises Regulations

Circular 14/96 - Supporting Students with Medical Needs in School*

Supporting Students with Medical Needs - Good Practice Guide*

HIV and AIDS: A Guide for the Education Service

School Governors - A Guide to the Law

All these publications are available free of charge from:

DfE Publications Centre
PO Box 5050
Sudbury
Suffolk CO10 6ZQ
Tel: 0845 6022260
Fax: 0845 6033360

<http://www.education.gov.uk/help/contactus>

Everyone's guide to RIDDOR '95 (1996)
HSE31 - free leaflet or available in priced packs
ISBN 0 7176 1077 2

Reporting School accidents (1997)
EDIS 1 - free information sheet
Workplace Health, Safety & Welfare