

# BOURNE COMMUNITY COLLEGE



*Aspiration, Innovation, Motivation*

## POLICY FOR SUPPORTING STUDENTS WITH MEDICAL NEEDS

September 2018



***Our Mission:***

*To ensure every student develops their potential to flourish and be successful*

*To have high expectations of all staff and students*

*To respect those in our community locally, nationally and internationally*

***Our Vision:***

*To be an outstanding school and the Learning Hub for the locality*

# Bourne Community College

## Policy for Supporting Students with Medical Needs

*'The best interests of the child must be a top priority in all actions concerning children.'* UNCRC: Article 3:

It is the aim of the College to provide a safe and healthy environment for all of its students and, in particular, to support students with medical needs as far as is reasonably practicable, so that they can maintain regular attendance and engage in the full range of College activities and experiences.

Supporting students with medical needs raises a number of practical issues and the College's policy on these is detailed below:

### 1. Responsibility

- 1.1 The Head teacher accepts responsibility, in principle and subject to the procedures outlined below, for College staff supervising children taking prescribed medication during the College day.
- 1.2 Staff who supervise the taking of medication are only required to do so on a voluntary basis.

### 2. Prescribed Medication

- 2.1 The College recommends that wherever possible, parents request of their doctor or dentist that dose frequencies be prescribed in such a way that medication only needs to be taken outside of College hours.
- 2.2 In situations where this is not possible, then the College is willing to assist with supervising the student taking prescription medicine in College. In this situation the College will ask the parent/guardian to complete a form which gives written information on the medication, the prescribed doses and the time and frequency of administration (**FORM 2**).
- 2.3 A member of staff will be responsible for supervising the child taking, the prescribed medicine and a record will be kept in College of each occasion on which a dose is given (**FORM 3**).
- 2.4 No student under the age of 16 will be given medication in College without his or her parent's/carer's written consent.

### 2. Non-Prescription Medication

- 2.1 Non-prescription medication such as pain-killers (e.g. paracetamol) are not supplied to students by the College. If a student suffers regularly from acute pain, parents may authorise and supply appropriate pain killers for their child's use, with written instructions about when the child should take the medication. Once again, the College will supply a form to be completed for this purpose (**FORM 2**).
- 2.2 A member of staff will be responsible for supervising the child taking the medication when required and a record will be kept in College of each occasion on which such medication is used.

### 3. Safe-Keeping of Medicines

- 3.1 It is the policy of the College that all medicines (whether prescription or non-prescription taken under supervision by the student himself/herself) should be brought to the Student Manager at the beginning of the College day. Arrangements will be made for the safe-keeping of the medicine(s) until they are needed.
- 3.2 The exception to 3(1) above is when a student who suffers from asthma has been provided with a reliever inhaler or a student who has been provided with an "Epipen" to treat anaphylaxis. In this circumstance then the College recommends the following:
  - a. It is the policy of the College to allow older students, who are able to use a reliever inhaler by themselves when needed, to take personal responsibility for their inhaler whilst in school, i.e. they may carry their inhaler with them at all times. Once again, it is helpful if a parent can supply the College with a spare, clearly labelled, inhaler which will be kept by the Student Manager for use should their child's inhaler go missing, be left at home or should it run out during the College day.
  - b. Students who carry their own inhalers should take them with them to physical education lessons, sporting activities and on College trips. They will then be kept in a container and made available for use at any time during the lesson.
  - c. Students who have been prescribed with an "Epipen" must carry a minimum of one pen with them at all times and a spare one will be stored with the Student Manager in a container with their care plan, their inhaler and anti-histamine medication if prescribed. If the student is going on a College trip it is essential that parents supply their child with two pens, their anti-histamine medication and inhaler if prescribed. This medication must be clearly labelled with the chemist prescription label giving details of students name, dosage, name of medication and frequency of administration.
- 3.3 Students are not allowed, of course to take any medication which has been prescribed for another student and this applies also to the use of another student's inhaler, since there is always a risk of adverse side effects.

### 4. Long Term Medical Needs

- 4.1 It is the policy of the College to support any of its students with long term medical needs as fully as possible within the limits of its resources of time and staffing.
  - a. The College therefore needs to be informed about any long term medical needs before a child starts College or when a student develops a condition. All parents are required to complete a medical questionnaire for their child on entry to the College.
  - b. Parents are asked to keep the College fully informed of their child's long-term medical needs. In such cases, a written health care plan will be drawn up, in discussion with parents. The health care plan will include:
    - details of the child's condition;
    - special requirements, e.g. dietary needs, pre-activity precautions;
    - medication prescribed and any possible side effects;
    - what to do and who to contact in an emergency;
    - the role the College can play.
- 4.2 This written agreement between College and parents will clarify for staff, parents and the student the help that the College can provide and receive. Others who may be involved in the drawing up of a health care plan may, dependent on the nature of the case, include appropriate staff members within College and the child's GP or other health care professionals. **(FORM 1)**
- 4.3 Parents are required to sign a consent form following the completion of the plan, detailing the sharing of the students care plan. **(FORM 4)**

## 5. Staff Training

- 5.1 Where appropriate and feasible, staff, who volunteer to administer medication – **Epi-Pens Only** - will be provided with training by a qualified professional.
- 5.2 A record of any training which has been satisfactorily completed by a staff member will be kept within the College.

## 6. Informing Staff of Medical Needs of Individual Students

- 6.1 It is the policy of the College to fully inform appropriate staff of the medical needs of children in their care. In this way, teachers who have students with medical needs in their class are able to understand the nature of the condition, and when and where the student may need extra attention.
- 6.2 Staff are required to treat the above information with the utmost confidentiality.

## 7. Children who are Acutely Unwell

- 7.1 Parents are advised to keep their children at home when they are acutely unwell. In cases where a child begins to feel very unwell whilst in College then every effort will be made to contact the parents so that, if appropriate, the child can be collected and taken home.

## 8. Infectious Diseases

- 8.1 Parents are advised that, for certain infectious diseases, a child must be kept away from College until the disease is no longer contagious. In cases where a child is taken ill with an infectious disease, the College has a responsibility to ensure that the child is taken home and/or not brought in until the infectious phase has passed. The College will also inform other parents if any child has been diagnosed with an infectious disease.
- 8.2 In cases of doubt, the parents are asked to seek advice from their GP before sending a child to College.
- 8.3 Further advice can be obtained from: <http://www.hpa.org.uk> "Guidance on infection control in schools and other childcare settings."

## 9. Storing Medication in College

- 9.1 It is the policy of the College to minimise, as far as possible, the storage of medication within College. Where possible, parents are requested to send in the required dosage on a daily basis.
- 9.2 All medicines should be labelled with the name of the student, the name and dose of the drug and the frequency of administration. Where a student needs two or more prescribed medicines, each should be in a separate container.
- 9.3 All medicines brought to College must be given to the Student Manager (labelled as above and accompanied by a completed medication form – **(Form 2)** who will place them in locked storage until required.
- 9.4 The student will usually be required to report to the Student Manager when a dose of medicine is due/required.
- 9.5 Medicines which require refrigeration will be kept in an airtight container (clearly labelled) in a refrigerator to which access is restricted.

## **10. Disposal of Medicines**

- 10.1 Parents are asked to collect all medicines held at College when they are no longer required or have exceeded their expiry date.
- 10.2 Parents are responsible for the disposal of date-expired medicines.

## **11. College Trips**

- 11.1 It is the policy of the College to encourage students with medical needs to participate as fully as possible in College activities, including College trips.
- 11.2 In order to ensure that supervising staff are fully aware of the medical needs of any student(s) who are participating in a College trip (including details of medication, dietary matters and emergency procedures where relevant) parents are asked to complete a medical questionnaire for any trip giving details of the above. This form is taken on the trip by the supervising member(s) of staff so that any relevant information is immediately to hand, should the need arise.

## **12. Sporting Activities**

- 12.1 It is the policy of the College to encourage students with medical needs to participate as fully as possible in sporting activities within College.
- 12.2 Any restrictions on a student's ability to participate in PE will be included in the student's health care plan.
- 12.3 Relevant information regarding a student's medical needs will be given to the teachers supervising sporting activities so that they are fully aware of the situation.

## **13. Emergency Procedures**

- 13.1 The qualified first aider(s) on the College staff are responsible for carrying out emergency procedures.
- 13.2 All staff must be familiar with the procedure for calling the emergency services, which is detailed below:

### **Request for an Ambulance**

- a. Dial 999 and ask for an ambulance;
- b. Give the College / mobile telephone number;
- c. Give your location as clearly as possible; (College address if on College premises)
- d. Give the location of the patient within the College (if on College premises);
- e. Give your name;
- f. Give brief description of patient's symptoms;
- g. Inform Ambulance Control of the best entrance to the College (if on College premises);
- h. Inform the Ambulance Control that the crew will be met by a member of the Site Team or SLT and taken to the patient.

Date of origination: July 2015

Date of adoption by Governors: Sept 2016

Date of next review: July 2019

**Individual Care Plan For:**

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Medical Condition:	
Date of Birth:	
Tutor Group:	
School:	The Bourne Community College

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**Family Contact 1**

**Family Contact 2**

Name:		Name:	
Relationship:		Relationship:	
Phone No's:		Phone No's:	
Home:		Home:	
Work:		Work:	
Mobile:		Mobile:	

**GP**

**Clinic/Hospital Contact**

Name:		Name:	
Phone No:		Phone No:	
Address:		Address:	

**MEDICATION:**

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**DOSAGE AND METHOD:**

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**ADDITIONAL INFORMATION AND CARE:**

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Date form completed:

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**Name of Student:**

Describe medical needs and give details of child's symptoms

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Daily care requirements (e.g. before sport/at lunchtime)

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Describe what constitutes an emergency for the child, and action to take if it occurs

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Follow up care

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# Bourne Community College



## Request for the Supervision of Prescribed Medicine in College

To be completed by the Parent /Guardian of any child to whom drugs may be taken by the student under the supervision of College staff.

Please note, it will be the students responsibility to visit the Student Manager at the arranged time to take his/her medication

Name of child ..... Date of birth.....

Address..... College.....

..... Daytime phone number of parent/adult contact

.....

Doctors name and phone no.

.....

Doctors Address.....

The Doctor has prescribed (as follows) for my child:

Name and strength of medicine	Expiry date	How much to give (i.e. dose to be given)
.....	.....	.....

When to be given	Any other instructions	Number of tablets given to College
.....	.....	.....

**Note: Medicines must be in the original container as dispensed by the pharmacy**

My child may self administer his/her medication YES

Please record overleaf any special/emergency procedures to be followed or side effects known.

I request that the treatment be given in accordance with the above/attached information by a responsible volunteer member of the College staff who has received any necessary training. I understand that this may be necessary for this treatment to be carried out during educational visits and other out of College activities, as well as on the College premises. I will inform you immediately of any changes in the above.

I undertake to supply the College with the prescribed drugs and medicines in secured, named containers, including a 5ml medicine spoon or oral syringe for liquid medicines. Medicines must be handed into the Student Manager and collected at the end of the day unless a separate fully labelled supply is left in College.

I accept that whilst my child is in the care of the College, the College staff stand in the position of the parent and that the College staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I understand that whilst College staff will use their best endeavours to carry out these arrangements, no legal liability can be accepted by the College staff, Governors' or the Local Education Authority in the event of any failure to do so, or of any adverse reaction by my child taking medication under supervision.

Signed:.....(parent/carer)

Date:.....

Countersigned on behalf of the College:.....

Date: .....

**Note for special/emergency circumstances:** (e.g. use of EpiPen for nut allergy)

Please describe precisely the circumstances, and the nature and dosage of the prescribed medication or treatment. Your Doctor/Consultant Paediatrician could assist you with precise instructions.

Note of side effects



# Bourne Community College Care Plan Consent



## PARENTAL AND STUDENT AGREEMENT

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services.) I understand that I must notify the College of any changes **in writing**.

I agree that the information is accurate and up to date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Pupil  
Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent (if pupil is below the age of 16)

Print name \_\_\_\_\_

## PERMISSION FOR EMERGENCY MEDICATION (please circle appropriate statement) added

† I agree that my child can be administered their medication by a member of staff in an emergency

† I agree that my child **cannot** keep their medication with them and the College will make the necessary medication storage arrangements

† I agree that my child **can** keep their medication with them for use when necessary

Name of medication carried by pupil \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian

## Student Manager/First Aid AGREEMENT

It is agreed that (name of child) \_\_\_\_\_

† will receive the above listed medication at the prescribed times under supervision

† will receive the above listed medication in an emergency

This arrangement will continue until \_\_\_\_\_

(either end date of course of medication or until instructed by the pupil's parent)