

FIRST BRIDGE CENTRE



MEDICAL NEEDS & MEDICINES POLICY

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Director/Nominated Person

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MEDICAL NEEDS AND MEDICINES POLICY

1 Statement of Intent

First Bridge believes that ensuring the health and welfare of staff, students and visitors is essential to the success of our centre:

We are committed to:

- Ensuring that students with medical needs are properly supported so that they have full access to provision, including Centre trips and physical activities.
- Ensuring that no student is excluded unreasonably from any Centre activity because of his/her medical needs.
- Ensuring the needs of the individual are considered.
- Providing specialist training for staff.
- Ensuring students and parents are confident in the Centre's ability to provide effective support to their child.
- Ensuring procedures for supporting students with medical needs are in place and reviewed at least annually.

We will:

- Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all Individual Health Care Plans (IHCPs), including in contingency and emergency situations.
- Ensure our centre is appropriately insured and that staff are aware that they are insured to provide first aid and other medical support to students.

2 Introduction

Supporting students with medical needs is not the sole responsibility of one person. The First Bridge Centre's ability to effectively support students with medical needs will require the centre to work collectively with other agencies, the parents and students.

Students with medical conditions are entitled to a full education and have the same rights as other children. However, in line with safeguarding, a students' health should not be put at risk from for e.g. an infectious disease.

All centres should ensure that medical information is collected from all new students entering the Centre so that the centre can assist with the appropriate management of any medical condition or administration of medication.

3 Arrangements for Implementation of Policy

3.1 Headteacher

The Headteacher is responsible for ensuring that:

- a) All staff are aware of the policy for supporting students with medical needs;
- b) That there are sufficient trained personnel to be able to support all the medical and healthcare needs of students and staff in the Centre
- c) A member of staff is appointed to have the lead role in ensuring students with medical conditions are identified and properly supported in the Centre, and to support staff who are implementing a student's Health Care Plan

3.2 Parents

To assist the Centre in its fulfilment of the policy, parents are required to:

- a) Provide the Centre with sufficient information about their child's medical needs including updates
- b) Be involved in the development and drafting of Individual Health Care Plans
- c) Provide medication and equipment
- d) Ensure that they or another nominated adult are contactable at all times

3.3 Students

To assist the Centre in its fulfilment of the policy, students are encouraged to:

- a) Where appropriate, be involved in discussions about their condition and how it affects them

3.4 Centre Staff

Any member of Centre staff may be required to provide support to students with medical conditions.

Staff are therefore required to:

- a) Take into account the needs of students with medical conditions
- b) Know what to do and who to speak to if someone becomes unwell or needs assistance
- c) If required, and having received the appropriate training, administer medication or support to students
- d) Attend training sessions as required to support students with medical needs

3.5 Medical Lead

The Centre appointed Medical Lead is responsible for:

- a) Monitoring Medical and Individual Health Care Plans and students with medical conditions
- b) Assessing the training needs of staff
- c) Ensuring that suitable and sufficient training is provided to enable staff to administer medication and support where required
- d) Arranging whole-centre awareness training on supporting students with medical conditions
- e) To ensure the continued professional development of staff to enable them to fully support student

3.6 Health Visitors and community nurses

Health visitors and community nurses can assist with the following:

- a) Advice on the appropriate support required
- b) Provide support and liaison with outside agencies

3.7 Healthcare Professionals

Health Care professionals are responsible for notifying the Centre when a child has been diagnosed with a condition that requires support in centre. Specialist Local Health Care Teams may be able to provide support with students who have been diagnosed with conditions such as Diabetes, Epilepsy etc.

Further advice on the roles of Local Authorities, Clinical Commissioning Groups, Providers of Health Services and Ofsted can be found on the following link:

<https://www.gov.uk/government/publications/supporting-pupils-at-centre-with-medical-conditions--3>

4 Individual Health Care Plans (IHCPs)

IHCPs provide clarity to the centre on what needs to be done for students with medical conditions and by whom. IHCPs will be prepared to help identify the necessary measures to support pupils with medical needs and ensure that they are not put at risk. IHCPs are often issued in cases where emergency intervention is required, or for medical conditions that require daily management, are complex and long-term, or for medical conditions which fluctuate. Not all children require an IHCP, it is for the parents, the students (where able), centre and Health Care Professionals to decide if a IHCP is necessary. Students with the same medical condition do not necessarily require the same treatment. Where treatment differs from the norm an IHCP should be written to support that student. (See Form 2 - Model Process for developing IHCPs).

Some students have medical conditions that, if not properly managed, could limit their access to education. Conditions include but are not limited to:

- Epilepsy
- Asthma
- Severe allergies, which may result in anaphylactic shock
- Diabetes

Most students with special medical needs are able to attend the Centre regularly and the centre will provide support to enable them to take part in all activities, unless evidence from a Clinician/GP states that this is not possible.

The Centre will consider what reasonable adjustments it might make to enable students with special medical needs to participate fully and safely on Centre visits. A risk assessment for each trip will take into account any additional steps needed to ensure that students with special medical conditions are fully included.

Academies will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of Centre life; however, Centre staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

The Medical Lead should ensure procedures are in place to manage transition from one centre to another or on reintegration. Arrangements for support should be in place before the student starts. For students newly diagnosed with a medical condition, every effort should be made to ensure that arrangements are in place within two weeks. Finalisation and implementation of the IHCP rests with the centre.

The centre should ensure that when completing Individual Health Care Plans the following information is recorded:

1. The medical condition
2. Triggers, signs and symptoms
3. Allergies
4. Treatment required
5. Emergency arrangements
 - a) Who to contact
 - b) Contingency arrangements
 - c) Personal Emergency Evacuation Plan (PEEP) required?
6. Resulting needs of the student
 - a) Medication (dosage, effects and storage, use of emergency inhaler?)
 - b) Other treatments
 - c) Is time required for student to recover/recoup?
 - d) Are additional facilities required
 - e) Is any additional equipment needed
 - f) Access to food/drink where this is used to manage their condition
 - g) Use of toileting facilities
 - h) Dietary requirements
 - i) Environmental (mobility/crowded areas/corridors)
7. Provision of support (by whom?)
 - a) Their training needs
 - b) Expectations of their role
 - c) Confirmation of proficiency by a health care professional
 - d) Cover if they are sick or absent
8. Who in the centre needs to be aware of their condition
9. Arrangements and permission from parents for administration of medication
10. Arrangements for centre trips/ out of centre activities
11. Confidentiality issues – designated individuals to be entrusted with information

All IHCPs should be reviewed annually, or sooner if there are any changes, and should be readily available to staff for quick reference, whilst preserving confidentiality.

The Centre must ensure they have robust procedures in place to ensure that all staff, where required, have access to and are aware of the medical conditions, treatment and presenting symptoms of students in their care with medical conditions.

5 Supporting Students with Medical Conditions on Off-Site visits

Students with medical needs should not be excluded from educational visits of any type unless evidence from a Clinician states participation is not possible.

Staff organising and leading on centre trips must be aware how a student's medical condition might impact their participation. The trip leader must consider what reasonable adjustments can be made to enable the student to participate fully and safely.

Students with medical needs should be included on the educational visit risk assessment, and where it is considered appropriate a separate risk assessment should be written to document specific arrangements, hazards, risks and the controls implemented.

6 Staff Training

The type and training required to support students with specific medical needs will usually be determined during the development of the IHCP. In cases where care plans are already in place and additional training is required, the Medical Lead will be responsible for arranging the necessary training. It should be noted that a first aid certificate does not constitute appropriate training in supporting students with medical needs. Staff supporting students with medical needs must be appropriately trained and have confidence in their own ability.

7 Managing Medicines on Centre Premises

7.1 Storage and access

Each Centre must designate a safe, lockable place to store students' medication and allocate a member of staff to control access. Where medication is stored this should be manned at all times.

Medication and devices such as asthma inhalers, blood glucose meters, auto-injectors should always be readily available **and not locked away**. If students with asthma are able to manage their condition they should be encouraged to carry their inhaler. Spares of emergency medication should be readily available for use in case of loss or failure of the required device. Further information about emergency asthma pumps can be found in section 7.7.

Any medication out of date or no longer required should be returned to the parents for safe disposal. When parents are asked to collect medication they should be advised that medication not collected within 1 month will be disposed of by the Centre.

Medication not collected thereafter should be returned to the Centre's local pharmacy for safe controlled disposal. Sharps boxes should be used for disposal of needles and other sharps. Medication should not be disposed of in the general rubbish.

7.2 Administration of Medication

Medication should only be administered at centre when it would be detrimental to a student's health or centre attendance not to do so.

Prescribed or not prescribed medicine should never be given to a child without the consent of their parents (see Form 4).

If a child refuses to take medication, staff should not force them to do so, but refer to the Individual Health Care Plan if they have one and contact the parents/carers so alternative options can be agreed.

Medication should only be accepted into the Centre if:

- Medication is in date
- In its original container/box/bottle as dispensed by the pharmacist Named
- Includes instructions for administration, dosage and storage
- You have consent (Form 4)

The exception to this is Insulin, which must still be in date, although unlikely to be in its original container, but contained within an insulin pen or pump.

7.3 Stock Medication

The Centre is not permitted to hold stock medication (medication purchased and held by the Centre, such as paracetamol, ibuprofen and antihistamines) for dispensing to students as required. Under no circumstances must staff administer or give students pain relief unless the medication has been provided and consent has been received by the parents.

7.4 Short term or non-prescribed Medication

Where medication or treatment is not part of a long term medical condition, but is only required for a finite period, for example the completion of a course of antibiotics, or for pain relief, the student's parents/carers will be required to sign a Parental Consent for the administration of medication or treatment form (Form 4).

7.5 Controlled Medication

All controlled medication is secured on site in a secure non-portable container, with named staff given access. Controlled drugs should be easily accessible in an emergency. Controlled Medication on centre trips should be held securely by the Lead First Aider.

Staff may administer a controlled drug to the child for whom it is prescribed. All controlled medication should be administered by staff in accordance with prescribed instructions. Records should be kept of any doses used and the amount of drug held. The Centre is encouraged to count-in and count-out controlled medication. This list should be updated each time medication is taken or administered. (See Form 5: Record of regular medicine administered to an individual student). Parents should be notified when a controlled drug has been administered (Form 6)

7.6 Complimentary Medication

Due to their active ingredients, complimentary medicines cannot be administered by staff unless they are trained to do so.

7.7 Emergency Salbutamol Inhalers

Emergency Salbutamol inhalers should only be used by children who have been diagnosed with Asthma and prescribed with an inhaler, and where parental consent has been sought. Use of this inhaler is for use when the students prescribed inhaler is not available.

Emergency inhaler kits should include as a minimum:

- A Salbutamol metered dose inhaler
- At least two single-use plastic spacers compatible with the inhaler Instructions on using the inhaler and the spacer/chamber
- Instructions on cleaning and storing the inhaler Manufacturers information
- A checklist record of inhalers batch numbers and expiry date
- Arrangements for replacing the inhaler
- List of children permitted to use the inhaler
- Record of Salbutamol administered

Arrangements for storage and care of the emergency inhaler should be followed to ensure the inhaler is in working order and always ready for use and accessible. The centre must ensure:

1. Spacers and inhaler are checked regularly and noted to be present and in working order
2. Replacements inhalers and spaces are obtained when expiry dates of existing inhalers approach
3. They hold a register of students diagnosed with asthma (copies to be held with the emergency inhaler)
4. Have written parental consent for use of the emergency inhaler
5. Ensure staff are aware that only students where consent have been received can use the emergency inhaler
6. The Centre have appropriate support and training for staff in the use of the emergency inhaler
7. Staff keep a record of the use of the emergency inhaler
8. Parents are notified when the inhaler is used
9. Two staff are responsible for ensuring the above is followed

To minimize cross-infection spacers should only be used once, whereas the inhaler, if cleaned can be re-used. Inhalers that may come into contact with blood should not be re-used but disposed of.

Further guidance can be found here:

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-centres>

8 Record Keeping

The Centre must keep a record of all medication administered, when and by whom. Any side effects of medication administered in centre should also be noted and shared with the parents/carers. (Form 5).

Student medical records should be retained for 25 years from the date of birth of the child.

9 Unacceptable Practice

All centre staff should use their discretion and judge each case on its merits. It is generally not acceptable to:

- Withhold prescribed medication from a child
- Treat each child with the same conditions in the same way
- Ignore the views of a child's parents, or medical opinion
- Send children home unnecessarily or prevent them from staying in centre and participating in normal centre activities, including lunch
- If a child is ill, send them to the medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance if absence is related to their medical condition
- Prevent students from eating and drinking or taking toilet breaks whenever they need to, to manage their medical condition
- Require parents to attend the centre to administer medication or provide medical support to their child, including toileting issues. No parent is required to leave or give up work because the Centre is failing to support their child
- Prevent a student from participating, or creating necessary barriers to children in any aspect of centre life, including centre trips. For example, by requiring parents to attend centre trips

10 Centre Insurance Arrangements

The centre is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this Policy.

11 Complaints

Should parents be dissatisfied with the care and support provided by the Centre, they should contact the Centre in the first instance.

Appendix 1 – Useful contacts

Allergy UK

Website: <http://www.allergy.org.uk/>

The Anaphylaxis Campaign

Website: <https://www.anaphylaxis.org.uk/>

Shine - Spina Bifida and Hydrocephalus

Website: <https://www.shinecharity.org.uk/>

Asthma UK (formerly the National Asthma Campaign)

Website: <https://www.asthma.org.uk/>

Council for Disabled Children

Website:

<https://www.ncb.org.uk/about-us/our-specialist-networks/council-disabled-children>

Contact a Family

Website: <https://www.cysticfibrosis.org.uk/>

Cystic Fibrosis Trust

Website: <https://www.cysticfibrosis.org.uk/>

Diabetes UK

Website: <https://www.diabetes.org.uk/>

Department for Education

Website: <https://www.gov.uk/government/organisations/department-for-education>

Department of Health

Website: <https://www.gov.uk/government/organisations/department-of-health>

Disability Rights

Website: <https://www.gov.uk/rights-disabled-person>

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: <https://www.epilepsy.org.uk/>

Health and Safety Executive (HSE)

Website: <http://www.hse.gov.uk/>

Health Education Trust

Website: <http://healtheducationtrust.org.uk>

Hyperactive Children's Support Group

Website: <http://www.hacsg.org.uk/>

MENCAP

Website: <https://www.mencap.org.uk/>

National Eczema Society

Website: <http://www.eczema.org/>

National Society for Epilepsy

Website: <https://www.epilepsysociety.org.uk/>

Psoriasis Association

Tel: 01604 251 620 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: <https://www.psoriasis-association.org.uk>

Appendix 2 – Forms

| | |
|--------|--|
| Form 1 | Medical Information Form |
| Form 2 | Model process for developing individual health care plans (ICHP's) |
| Form 3 | Individual Student Health Care Plan |
| Form 4 | Parental agreement for Centre to Administer Medicine |
| Form 5 | Record of regular medicine administered to an Individual student |
| Form 6 | Medication given in centre (note to parent/carer) |
| Form 7 | Record of staff training |

FORM 1 Medical Information Form

Please complete and return to the Centre office.

Student information

| | | | |
|---|--|-----------|--|
| Student Name: | | DOB: | |
| Address: | | Postcode: | |
| Doctor's name: | | | |
| Surgery name address and telephone no.: | | | |
| | | | |

Emergency contact information

| | | | |
|-------------------------------------|--|------------|--|
| Parent/carer name: | | | |
| Address | | | |
| Tel no: | | Mobile no: | |
| Alternative emergency contact name: | | | |
| Tel no: | | Mobile no: | |

Medical information

Does your child have a medical care plan? (please circle) YES/ NO

If yes, please provide the name of the condition, treatment required and details of any medication.

Please provide a copy of the medical care plan.

Please provide information on any allergies your child may suffer from, what treatment is required and if any medication is required to manage their allergies.

Allergy:

Treatment:

Medication:

Is your child under the supervision of a hospital, or doctor for any kind of medical condition or treatment?

If yes, please provide details:

Condition: _____

Treatment: _____

Medication: _____

Please continue overleaf

Please provide any further information you feel necessary. *(for example, does your child wear glasses ,or suffer from travel sickness)*

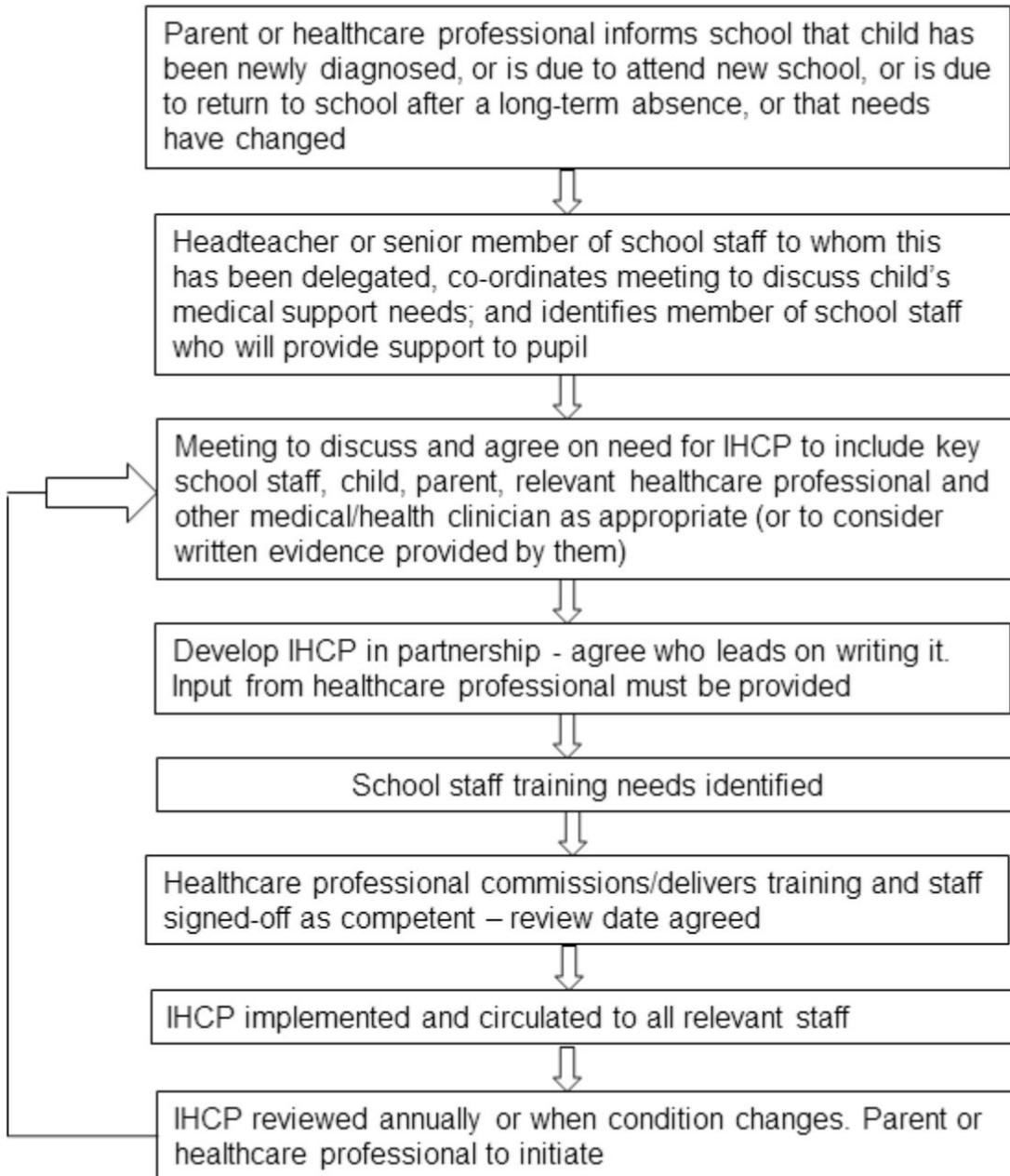
Parent/Carer completing form _____

Signature _____

Date _____

OFFICE USE ONLY

| | |
|----------------------|----------|
| Received in office | Date |
| Entered onto system? | Date |
| Entered by? | Initials |

FORM 2 Model Process for Developing Individual Health Care Plans (IHCPs)


FORM 3 Individual Health Care Plans (IHCPs)

Student Information

| | |
|------------------------|--|
| Name of Centre | |
| Student's name | |
| Date of birth | |
| Student's address | |
| Person completing IHCP | |
| Date | |

Emergency Contact 1

| | | | | | |
|----------------|--|----------------|--|------------------|--|
| Contact Name | | | | | |
| Home phone no. | | Work phone no. | | Mobile phone no. | |

Emergency Contact 2

| | | | | | |
|----------------|--|----------------|--|------------------|--|
| Contact Name | | | | | |
| Home Phone no. | | Work phone no. | | Mobile phone no. | |

Medical Care Information

| | |
|---|--|
| Medical condition or diagnosis: | |
| Is a medical care plan required? YES / NO | |
| Has a medical care plan been provided to the Centre? YES / NO | |
| Date of Care Plan | |
| Expiry date of Care Plan | |
| Do staff require specialist training in order to support this student's medical needs YES / NO | |
| If yes, identify staff member(s) and the training provided. | |

Clinic /Hospital Contact /GP/ Community Nurse

| | | | |
|------------------------|--|--------------|--|
| Name | | | |
| Contact person | | Phone number | |
| Contact email | | | |
| Address | | | |
| GP Name | | Phone Number | |
| Surgery Name & Address | | | |

Medication administration/storage arrangements.

Complete this section if students are required to take medication whilst on Centre premises or on an educational visit.

| Medication name | Frequency of dose | Dosage |
|-----------------|-------------------|--------|
| | | |
| | | |
| | | |
| | | |

Who is the nominated person to administer the medicine?

Where will the medication be stored?

FORM 3 (continued) - Individual Student Health Care Plan(IHCP)

Part 2 - Complete Part 2 only if medical care plan has not been received from clinic or hospital.

| |
|---|
| Describe medical condition, its triggers signs symptoms and treatment |
| Daily care requirements (eg before sport/at lunchtime) and the person(s) responsible for care (<i>must include deputy staff, in case of absence</i>) |
| Arrangements that will be made in relation to the child travelling to and from centre. <i>(If the student has a life threatening condition, specific transport health care plans will be carried on vehicles).</i> |
| Procedures that will be put in place to support the pupil during centre trips and activities outside normal Centre timetable (<i>e.g. risk assessments</i>) |
| Describe what constitutes an emergency for the student, and the action to take if this occurs |
| Follow up care required, if any: |
| Who is the responsible person to assist the student in an emergency (state if different for off-site activities). Name: Contact information: |

Alternative Contact Name and Contact Information:

Copies of forms supplied to...

FORM 4 Parental Agreement for Centre to Administer Medicine

The Centre will not administer medication unless you complete this form in full and sign.

Medication will only be accepted into the Centre if:

1. Dispensed medication
 - It is in its original container/box/bottle with a pharmacy label and student's name
pharmacy label confirms dosage, administration and storage instructions
 - Parental agreement for Centre to administer medicine has been received

2. Non - dispensed medication
 - It is in its original container/box/bottle and clearly labelled with student's name
dosage and frequency instructions
 - Parental agreement for Centre to administer medicine has been received

If more than two medicines are to be given an additional form should be completed.

| | |
|------------------------------|-----|
| Name of student | DoB |
| Medical condition of illness | |

MEDICATION ONE

| | |
|---|--|
| Name of medicine (<i>as described on container</i>) | |
| Date commenced | |
| Dosage, strength and method of administration | |
| Frequency of dose /time to be given | |
| Special precautions | |
| Side effects (If yes, please give details) | |

MEDICATION TWO

| | |
|---|--|
| Name of medicine <i>(as described on container)</i> | |
| Date commenced | |
| Dosage, strength and method of administration | |
| Frequency of dose /time to be given | |
| Special precautions | |
| Side effects (If yes, please give details) | |
| Procedure to take in case of emergency: | |
| | |

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

I can confirm that my child is taking no other medication other than is listed above

I can confirm that if my child is taking more than one medication that these medications do not adversely interact with each other.

I understand that I must deliver the medicines safely to the Centre.



The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained First Bridge Centre staff administering medicine in accordance with the Centre policy. I will inform the Centre immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer signature _____

Print Name _____ Date _____

FORM 5 RECORD OF REGULAR MEDICINE ADMINISTERED TO AN INDIVIDUAL STUDENT

| | |
|--------------|--|
| Centre Name: | |
|--------------|--|

| | | | |
|------------------|--|-------|--|
| Name of student: | | D.O.B | |
| Address: | | | |

| Name of Medication received | Amount Supplied: | Supplied by: Name | Dosage: | Expiry: | Dosage regime | Date Provided | Consent to administer received? |
|-----------------------------|------------------|-------------------|---------|---------|---------------|---------------|---------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

To be used to monitor all medication administered, including controlled medication.
Register of medication administered to student

| Date: | Time | Medication | Administered by (staff initials) | Amount given | Amount left | Any side effects | Further action required |
|-------|------|------------|----------------------------------|--------------|-------------|------------------|-------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Medication returned home

| Name of Medication | Quantity collected | Date returned home | Handed back | Collected by? |
|--------------------|--------------------|--------------------|-------------|---------------|
| | | | | |
| | | | | |

FORM 6 Medication given in the Academy (Note to Parent/Carer)

| | |
|---------------------|--|
| Name of Centre | |
| Name of student | |
| Medicine given | |
| Date and time given | |
| Reason | |
| Signed by | |
| Print Name | |
| Job title | |

