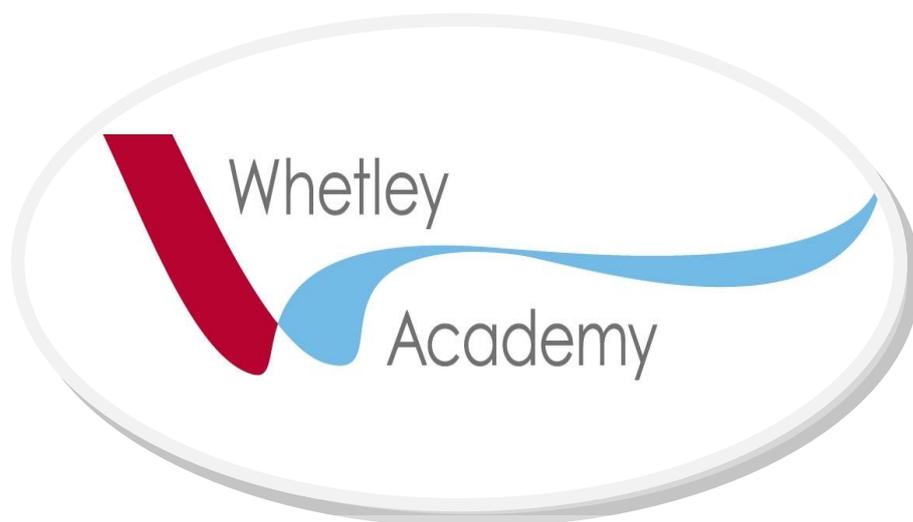


# **Whetley Academy Medical Treatment Policy**



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## **1 Roles and Responsibilities**

The responsibility for the implementation of this policy and provision rests with the Principal. The management, responsibility and evaluation of this policy will be undertaken by the SLT. The day to day operational procedures are managed and undertaken by the full time Senior First Aider.

## **2 Suggested Audience:**

All Staff

## **3 Related Policies**

This policy is part of a suite of policies which should also be referred to:

- Off-site and Educational Visits Guide
- Health and Safety Policy
- First aid policy

## **4 Mission Statement: Together we Achieve**

### **5 Aims**

The EAB and staff of the school wish to ensure that students with medical needs receive proper care and support at the school. The SLT will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication when students are on site, where those members of staff have volunteered to do so.

This policy is based on up to date DFE guidance on managing medical treatment in school.

Schools should be aware of the wider context of the Disability and Discrimination Act 1995 including the extension of 2006 to include educational settings.

## **6 Procedures for the Administration of Medication**

Whilst all staff have a duty to take reasonable care for the health and safety of students in the school (including the oversight and management of the students' care plan/care package which must be up-to-date and received on time) there is no contractual obligation for teachers to administer medication. Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action. The main person for administering medicine is undertaken by the full time Senior First Aider.

Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the school's public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to students or supervise the self-administration of medicine by students. In general, the consequences of not

taking action are likely to be more serious than those of trying to assist in an emergency.

Medication will only be accepted in the school if a doctor has prescribed it or it is non-prescription medicine in the original packaging/container and is appropriate to administer to the child.

It is expected that parents/carers will normally administer medication to their children at home when at all possible. School will administer medicine to children who are considered well enough to attend. Also medication can be given to children who suddenly feel unwell at school but are still able to be educated on site. Verbal permission and advice must be gained in order for this to happen. Medication will not be accepted or administered anywhere in the school without complete verbal/written consent and verbal/written instructions from parents/carers, including verbal/written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

Only reasonable quantities of medication should be supplied to the school by a responsible person, (normally up to 2 weeks), and recorded in the Medicine File. The First Aider will dispose of/return to parents/carers out of date medication and request up to date medication be sent to school.

Each item of medication must be clearly labelled with the following information:

**Student's name**

**Class**

**D.OB**

The medical consent form includes the above information and the following information:

**Name of school/ Setting**

**Name of medication/ strength**

**Dosage**

**Frequency of dosage**

**Date of dispensing**

**Quantity received**

**Quantity returned**

**Storage requirements (if important)**

**Expiry date (if available)**

**Staff signature**

**Parent signature**

Unless otherwise indicated all medication to be administered in the school will be kept in a designated clearly identified locked cupboard in the first Aid Room. Asthma inhalers are also kept here for KS2 children, Shared area for KS1, Reception classrooms and Nursery. Sometimes it is necessary for an older child to keep their inhaler with them at all times if they suffer from more severe asthma attacks.

The school will provide parent/carers with details of when medication has or has not been administered to their child. This will be an appropriate slip which will be sent home with the child when they leave school that day.

Where it is appropriate to do so, students will be encouraged to administer their own medication under staff supervision. For safety reasons students are not allowed to carry medication, with the rare exception of inhalers. The school reserves the right to insist that these items are also handed in if the student is not believed to be responsible enough to keep them on their person. All medicines must be handed to the Senior First Aider where the appropriate form will be completed.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse Service as appropriate. Specific medical training, e.g. Epi-pen, tube feeding, will take place annually or as needed with all staff involved.

To ensure that as far as possible, all students have access to all activities and areas of school life, risk assessment will be undertaken as appropriate to ensure the safety of all students and staff. No decision about a student with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

### **7 Residential Trips and Visits Off-Site (See Off-Site and Educational Visits Guide)**

Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip.

If it is felt that additional supervision is required during any activities e.g. swimming, the school/setting may request the assistance of the another member of staff/ parent/carer.

### **8 Health Care Plans**

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the Academy, parents/carers and health professionals. The Health Care Plan will outline the students' needs and the level of support required. Health Care Plans will be reviewed annually or before if necessary.

### **9 Intimate or Invasive Treatment**

This will only take place at the discretion of the Principal, with written permission from the parents/carers and only under exceptional circumstances. 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 treatment will be recorded.

### **10 Emergency Procedures**

Please refer to the First Aid Policy. The emergency services will be contacted immediately when a child needs serious medical attention. Parents/ carers will be contacted at the same time.

### **11 Monitoring, Evaluation and Review**

This policy will be reviewed annually, or before if necessary, and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

### **12 Approval by the EAB and Review Date**

This policy has been formally approved and adopted by the Governing Body.

Autumn 2016

Review Date: Autumn 2017