



Granville Academy

Part of the de Ferrers Trust



Our Trust Vision

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background. Our 'PRIDE' values of Partnership, Respect, Integrity, Determination and Excellence are the foundations of our Trust and the communities we serve.

Supporting Students with Medical conditions and Administering of Medicines Policy

Co-ordinator: Mrs J Kingswood (Principal)
Start date: December 2018
Review date: December 2019 (Subject to change in legislation/guidance)

Granville Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

Aims

- To identify the first aid needs of the Academy
- To ensure that first aid provision is available at all times when people are on Academy premises, and also off the premises whilst on Academy trips

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appoint a Person to meet the needs of the Academy
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the Academy's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor or other recognised healthcare professional.

A “staff member” is defined as any member of staff employed at Granville Academy

A “First Aider” is defined as a person who has successfully completed a suitably approved 3-day course.

An “Appointed Person” is defined as a person who has successfully completed a suitably approved 1-day course.

Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

The Governing Body is responsible for

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Granville Academy.
- Ensuring that the Supporting students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Academy’s Complaints Policy.
- Ensuring that all students with medical conditions are able to participate in all aspects of Academy life in accordance with their needs
- Ensuring that relevant training provided is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the Academy keeps written records of any and all medicines administered to individual students and across the Academy population.
- Ensuring the level of insurance in place reflects the level of risk

The Principal is responsible for

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Granville Academy
- Ensuring the policy is developed effectively with partner agencies
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff

- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy
- A suitably nominated member of staff is responsible for all necessary reporting under RIDDOR. Currently this is the first Aider based in the First Aid Room along with the Principal.

Medical Welfare Assistant is responsible for

- Making staff who need to know aware of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Contacting the School nursing service in the case of any child who has a medical condition
- Checking the contents of first aid kits and re-stock as necessary
- Keeping records of all accidents, injuries and other circumstances requiring medical or first aid attention
- A suitably nominated member of staff is responsible for all necessary reporting under RIDDOR. Currently this is the First Aider based in the First Aid Room. Suitable nominated member of staff is responsible for administering injections
- Providing appropriate care for students who are ill or had an accident

Staff members are responsible for

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons
- Administering medication, if they have agreed to undertake that responsibility (this is only on trips), all other medication are to be administered by the Medical Welfare Officer)
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help
- Write reports on how accidents have occurred as and when required.

The Academy First Aider is responsible for

- Notifying the Academy when a child has been identified with requiring support in Academy due to a medical condition
- Liaising locally with lead clinicians on appropriate support

Parents and Carers are responsible for

- Keeping the Academy informed about any changes to their child/children's health
- Completing a parental agreement for the Academy to administer medicine form before bringing medication into the Academy
- Providing the Academy with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or year
- Discussing medications with their child/children prior to requesting that a staff member administers the medication
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the appropriate staff members and healthcare professionals

Medical Facilities

- The Academy is required by the Education (Academy Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of students.
- The Academy's nominated accommodation is the First Aid Room; this is situated on the ground floor of the World Studies block.

Accident Procedure

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident
- Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Art, DT, Science and Sports Hall. This enables the lesson to continue with minimum disturbance to the teacher or class. However this treatment must be reported. Students who sustain an injury of this type at the Academy outside lessons should be told to report direct to the First Aid room
- Serious Injuries and any injuries that may require a qualified First Aider or medical attention. Send a messenger to Reception to request an ambulance if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies send a message to Reception and ask for a First Aider to be summoned immediately
- Stay with the casualty while waiting for assistance
- Accident Report Forms must be completed for all injuries

- Parents to be informed of any head or eye injury

Granville Academy work within the guidelines as set out in the Department of Education and Employment's 'Guidance on First Aid in Academies' booklet and Derbyshire County Council's 'Accident Reporting'

Illness

- Any students feeling unwell should be sent to the First Aid Room accompanied by another who should be told to return as soon as the student is received by the First Aid Room staff. If the First Aid Room is unmanned, a sign in the window will indicate where the First Aider will be. Alternatively the escort can go to Reception to ask for assistance
- Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch First Aid Room staff. Reception should be contacted immediately if staff are not in the First Aid Room

First Aid Training and Qualifications

- There will, at all times when students are at the Academy, be at least one person on site qualified to a minimum level of Appointed Person
- A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications
- A list of staff qualified as First Aiders and Appointed Persons is in Appendix A. This list will be kept up to date and published in the Staff Handbook and Medical Conditions Booklet
- The Academy retains the services of the School Nurse and referrals can be made with her directly by completing a referral form obtained from the First Aid Office. The School Nurse can be contacted by phone at Swadlincote Clinic on 01283 818100

See *Appendix A* for a list of First Aiders and Appointed People.

Off-Site visits

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy (Evolve).

First Aid Kit Provision

First aid kits are available at the following locations:

- The First Aid Room
- Reception
- PE Store Room
- Science Prep Rooms (S2 and S5)
- DT workshop (T2/T3)
- Art (A1)
- Food Tech (T4)
- Food Tech (T5)
- English Office
- Library
- Academy Office (In the kitchen)
- House (Kitchen Upstairs)
- Mini Bus
- Kitchen (Kitchen staff are responsible for the own first aid box and accident treatment and reporting)

Off site visits

- Portable first aid kits available from the First Aid office and two sport first aid kit bags are in the PE store room.

These are all checked/replenished termly.

Students' medical conditions

Granville Academy wishes to ensure that students with medical conditions receive appropriate care and support at the Academy. This policy has been developed in line with the Department for Education's guidance released in December 2015– "Supporting students at the Academy with medical conditions. A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by the nominated suitably trained member of staff. Copies of this list are kept in the First Aid Room, Staff Room, and the Academy Office and are issued to every member of staff through appropriate ways of communication.

Individual Health Care Plans (IHCP) are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the First Aid Room, Staff Room and the Academy Office. Issued to all members of staff.

Auto-injector Pen are provided for use by suitably trained members of staff. The first is carried by the student at all times and the second pen to be administered is stored in the Principals kitchen in an appropriate cupboard clearly labelled with the students name, date, etc.

See *Appendix B* for a guideline copy of a medical Care Plan.

Administering medication in the Academy

This policy has been written to meet the medical needs of children under the guidance set out in “The Administration of Medicines and Associated Complex Health Procedures for Children Advice and Guidance for Children’s Services in Derbyshire” (Derbyshire County Council, Children and Younger Adults Department, April 2013).

The Local Governing Board and staff of Granville Academy wish to ensure that students with medication needs receive appropriate care and support at the Academy. There is no legal duty that requires Academy staff to administer medication. However, the Academy will accept responsibility for members of Academy staff administering prescribed medication, or supervising student self-administering inhalers, during the Academy day **where those members of staff have volunteered to do so**. The Local Governing Board and staff at the Academy will not allow students to bring medication into the Academy except as covered by this document and the relevant codes of practice.

- Parent/Carers should use their judgement to assess if their child is too ill to attend school. However, many students need to attend the Academy whilst taking prescribed medicines either because they are:
 - i) Suffering from chronic illness or allergy.
 - ii) Recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines.
- Parents/Carers and doctors should decide how best to meet each child’s requirements. Carefully designed prescribing can sometimes reduce the need for medicines to be taken during Academy hours. To help avoid unnecessary taking of medicines at the Academy, parents/Carers should:
 - i) Be aware that a three time’s daily dosage can be spaced evenly throughout the day and does not have to be taken at lunchtime.
 - ii) Academy will only accept prescribed medication if the dosage is 4 times a day or more.

Where occasionally this cannot be arranged, parent/carers are encouraged to note that if the student needs a dose of medicine at lunchtime the parent/carer should come into the Academy to administer the medicine. If this is not possible, the recommended procedure for administration of medicines, which follows, should be adopted.

The de Ferrers Trust asks parents/carers to note that this does not imply a duty on Principals or staff to administer medication. Academy staff, governors and parents are asked to note that participation in the administration of medicines in the Academy is on a voluntary basis.

At Granville Academy we have adopted the following procedures:

INHALERS AND AUTO-INJECTOR PEN

All inhalers and Auto-injector Pen should be clearly labelled with name and form and should be carried by the students themselves at all times.

MEDICATION

1. Administration and Storage

The **student** self-administers the medicine supervised by an adult. All medicines brought into the Academy **must** be handed in at morning registration for safe keeping to the First Aid Room staff or to the Academy Office staff. Medication will be stored in a locked cabinet or locked fridge.

2. Written Instructions

All medicines that are to be administered in the Academy must be accompanied by written instructions from the GP.

3. Labelling of Medicines

On the few occasions when medicine has to be brought into the Academy only one week's dosage, maximum, should be brought in. Parents/Carers will need to ask the dispensing chemist to provide a suitable container, appropriately labelled, for taking a dose of medicine into the Academy.

The label should clearly state:

- i) Name of student
- ii) Date of dispensing
- iii) Dose and dose frequency (this may read "as directed" or "as before" if this is what is on the prescription. In this case the parental consent form must give clear instructions. If the matter is still not clear then the medicine will not be given until the parents clarify the problem).
- iv) Cautionary advice/special storage instructions

- v) Name of the medicine
- vi) Expiry date – where applicable

- Any medication may only be taken on the Academy premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Any medications left over at the end of the course needs to be collected by an adult or they will be destroyed.
- Written records will be kept of any medication administered to children, see *Appendix D*.
- Students will not be prevented from accessing their medication as long as all necessary requirements have been met
- Granville Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- It is the Academy's current policy that they will only administer certain non-prescribed medications to students. These medications are normally paracetamol and ibuprofen. Any tablets prescribed the Academy will follow the procedures for administering the tablets as set out and accept no responsibility for side effects. Parents / Carers will be notified if any tablets have been administered. Please see Appendix C for the Medication in Academy letter and form.

Procedures for Administering Non Prescribed Medication:

- Parents/Carers must bring the box with the medication into the Academy reception
- Only one weeks supply will be accepted in the Academy – it is presumed that we would on administer one dose per day.
- Parents/Carers must sign a declaration form in reception accepting fully responsibility for us to administer the medication and the dosage
- In reception the box will be clearly label with the students name and form
- Upon administering the medication, students will be asked for their ID badges (not yet in place), and asked to confirm their name, form and DOB.
- Medical staff will observe the student taking the medication and will record and report to parents as set out below.

Hygiene and Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the medical waste bin provided in the First Aid Room.

Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parents can take over responsibility.

Accident Reporting

An Accident Report Form is completed for each incident, generally by a person witnessing the events. If not generated by the First Aider, the Report Form is then forwarded to the First Aider who will complete any further details required. Reportable accidents will be signed for by the Principal.

ALL staff incidents are reportable to Derbyshire County Council.

Accidents are reported as advised by Derbyshire County Council Health and Safety Guidance CAYA Department's Accident Reporting CAYA issue 2 dated April 2012 and Riddor (Health and Safety Executive).

All accidents reportable to Derbyshire County Council are completed through the S4S website. <http://www.services.derbyshire.gov.uk/> or directly on <https://apps.derbyshire.gov.uk/applications/accident-form/>

Informing parents

The parents will be telephoned in the event of any head/eye injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made.

Where contact with a parent cannot be made by telephone in the event of a student suffering a head/eye injury a Head/Eye form is completed and sent home with the student. This is only when the First Aider is comfortable with the student remaining in the Academy. All effort will be made to speak to the parent before the student leaves the site at the end of the day.

See *Appendix E*

Other procedures for reporting to parent

Reason	Procedure
Visit to medical	Recorded on SIMS and text message sent for reason of visit or phone call depending on reason for visit
Prescribing Medication	Recorded on SIMS and text message sent with time / date of administering medication and the dosage or phone call to be made.

See *Appendix E*

Appendix A – List of Qualified Staff

Mrs Gemma Bennett - First Aider, EpiPen Instruction, Awareness of the management of type 1 diabetes in academy, Assist in the safe management of medication in an educational or early years setting

Mrs Felicity Greenfield – First Aider, EpiPen Instruction, Awareness of the management of type 1 diabetes in academy

Miss Emily Wallis – First Aider, EpiPen Instruction

Miss Amy Wilson – First Aider, EpiPen Instruction

Mr Lewis Hobbs – First Aider, EpiPen Instruction

Mrs Stephanie Wileman - Appointed Person

Mrs Gill Jackson – Appointed Person

To be updated when staff have completed training course

Appendix B - Medical Care Plan Page 1

Student's Name Year and Form

Healthcare Plan

We insert a photo here

Date of birth:

Condition:

Form:

Academy:

Date:

Review Date:

Family Contact Info:

Name

Relationship

Mobile

Work

Home

Hospital Details:

Hospital

Dr's name

Phone Number

GP Details:

Name

Surgery

Phone Number

Medication Taken:

Name

Dosage

When Taken

Background:

History of medical condition and the student's medical needs

Medical Care Plan Page 2

How It Manifests Itself:

Give details of child’s symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Procedures to follow:

Daily care requirements

Specific support for the student’s educational, social and emotional needs

Arrangements for Academy visits/trips etc.

Other information

Other information

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

Who is responsible in an emergency and who is trained to deal with the situation?

Appendix C – Medication Letter/Form and Policy

Dear Parents/Carers

I would like to explain our policy on administering medications. We will only issue prescribed medications and any non-prescribed medications only in exceptional circumstances.

Medications that are to be taken three times a day need not be brought into the Academy.

Anything that has to be taken more frequently can be brought to the Academy but must follow the strict guidelines laid down in the Academy's policy.

For prescribed medication: the container must be the original one, which identifies the medication, the dosage and the name of the student that it is prescribed for. Without all three of these I have instructed our First Aid staff not to issue any medication to students.

For inhalers and Auto-injector Pen , these must be brought into the academy each day and must be clearly labelled with the student's name.

For non-prescribed medication such as paracetamol and ibuprofen: the container must be the original one, which identifies the medication and the dosage. These must be brought into reception by the parents / carers and appropriate paperwork completed.

I reserve the right to refuse to administer non-prescribed medication to a student. If this is the case then you will be notified as to the reason why.

Please find attached a Medication in the Academy form, which you should keep in case you need it at some point during the academy year. Further copies can be obtained by printing one from our website or by contacting the Medical Room.

Yours faithfully

Mrs J Kingswood
Principal

Dear Parents/Carers

If you wish us to administer tablets/medicine based on the guidelines in the accompanying letter then please complete and sign this parental consent form and return it to the First Aid room along with the medication.

We are only able to keep one week's supply, maximum, in academy at a time and if there are any changes in the dosage/administration please inform the First Aid staff in writing.

Yours faithfully

Mrs J Kingswood
Principal

This information is needed to attach to your child's medication (in addition to the label on the bottle/box). Please retain this form for future use throughout this academy year.

☒.....

Student's name:	Form Group:
Name of illness/condition:	
Name of medication:	
Quantity of medication sent into academy:	
Dosage to take and method e.g. by mouth, in each ear etc:	
Self-administered: YES / NO	
Timing (when to give):	
How long is the course:	
Date last dosage to be given in academy:	
Any other information:	
Tel No of Parent/Carer contact:	
Parent/Carer signature:	Date:
I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy in writing of any changes	

MEDICATION IN ACADEMY

Students who are unwell should not be sent into the Academy. However, many students need to attend the Academy whilst taking prescribed medicines either because they are: -

- iii) Suffering from chronic illness or allergy.
- iv) Recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines.

Parents/Carers and doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for medicines to be taken during Academy hours. To help avoid unnecessary taking of medicines at the academy, parents/Carers should:

- iii) Be aware that a three time's daily dosage can be spaced evenly throughout the day and does not have to be taken at lunchtime.
- iv) Ask the family doctor if it is possible to adjust the medication to avoid academy-time doses.

Where occasionally this cannot be arranged, parent/carer are encouraged to note that if the student needs a dose of medicine at lunchtime, the parent/carer should come into the Academy to administer the medicine. If this is not possible, the recommended procedure for administration of medicines, which follows, should be adopted.

The de Ferrers Trust asks parents/guardians to note that this does not imply a duty on Principals or staff to administer medication. Academy staff, governors and parents are asked to note that participation in the administration of medicines in academy is on a voluntary basis.

At Granville Academy we have adopted the following procedures:

INHALERS AND AUTO-INJECTOR PEN

All inhalers and Auto-injector Pen should be clearly labelled with name and form, a prescription label attached, and should be carried by the students themselves at all times.

MEDICATION

1. Administration and Storage

The **student** self -administers the medicine supervised by an adult. All medicines brought into the Academy **must** be handed in at morning registration for safe keeping to the First Aid room staff or to the Academy Office staff.

2. Written Instructions

All medicines that are to be administered in the Academy must be accompanied by written instructions from the parent and/or the GP.

3. Labelling of Medicines

On the few occasions when medicine has to be brought into the Academy only one week's dosage, maximum, should be brought in. Parents/carers will need to ask the dispensing chemist to provide a suitable container, appropriately labelled, for taking a dose of medicine into academy.

The label should clearly state:

- I. Name of student.
- II. Date of dispensing
- III. Dose and dose frequency (this may read "as directed" or "as before" if this is what is on the prescription. In this case the parental consent form must give clear instructions. If the matter is still not clear then the medicine will not be given until the parents clarify the problem).
- IV. Cautionary advice/special storage instructions.
- V. Name of the medicine.
- VI. Expiry date – where applicable.

Appendix E – Head/Eye Form

Copy 1 of 2

Date:.....

Dear Parent/Carer of _____ Form _____

Earlier today _____ was involved in an accident at the Academy as result of which he/she received an injury to the head/eye. Whilst he/she appears to have recovered you may wish to consult a doctor should you observe any worrying symptoms.

We did try to contact you by telephone but, unfortunately, this was unsuccessful.

Yours faithfully

Mrs J Kingswood
Principal

Copy 2 of 2

Date:.....

Dear Parent/Carer of _____ Form _____

Earlier today _____ was involved in an accident at the Academy as result of which he/she received an injury to the head/eye. Whilst he/she appears to have recovered you may wish to consult a doctor should you observe any worrying symptoms.

We did try to contact you by telephone but, unfortunately, this was unsuccessful.

Yours faithfully

Mrs J Kingswood
Principal

This copy is to be kept on file in the First Aid Room.

Signed..... Chair of Governors

Signed..... Principal

