



Medical Policy

Date Created:	September 2016
Last Review:	November 2017
Reviewed by:	Governing Body
Approval Date:	3 rd November 2016
Approval By:	DESMOND JADDOO
Next Review	November 2019

1. INTRODUCTION

CUL Academy Trust Ltd recognises that there are times when it may be necessary for a pupil to take medication during the school day.

CUL Academy Trust Ltd is an inclusive community that welcomes and supports pupils with medical conditions. It provides the same opportunities for all pupils, with or without medical conditions.

Staff will help to ensure that pupils with medical conditions are fully included within the life of the Academy.

CUL Academy makes sure all staff understands their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

CUL Academy understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood; it understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understands the medical conditions that affect pupils at the Academy that they work in and they receive training on the impact medical conditions can have on pupils.

CUL Academy is prepared to take responsibility for the administration of medication / medical attention in accordance with the guidelines laid down in this Policy.

2. PROVIDING CARE AND SUPPORT IN ADMINISTERING MEDICATION WITHIN SCHOOL

As part of the normal admissions procedures all parents and carers will be asked to complete a form which includes details of any medical conditions, regular or emergency medication, emergency contact numbers, GP surgery details, any allergies and special dietary requirements.

CUL Academy understands the importance of medication being taken and care received as detailed in the pupil's Care Plan. The Academy will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. An escort will be provided if required to transport a pupil home or to hospital.

The staff at CUL Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

Should a pupil need to receive medication during the school day, parents and carers will need to give written permission using the form in Appendix 1. Parents and carers will also need to liaise with the appropriate member of staff who will have received appropriate training for the administration of prescribed medicine. This may be the Class Teacher, Form Tutor or First Aider. CUL Academy keeps a record of staff training at the Academy.

When administering medication, for example for pain relief, the staff within the Academy will check the maximum dosage and when the previous dose was given. Parents will be

informed. Aspirin will not be given to a pupil under 16 unless prescribed by a doctor. Any required medication must be provided by the parents; CUL Academy will not provide medication such as for pain relief.

CUL Academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

If a pupil misuses their medication, or anyone else's, their parent will be informed as soon as possible and the relevant disciplinary procedures will be followed.

If a pupil needs to attend hospital in an emergency, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the Academy that the pupil belongs to will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

CUL Academy works in partnership with all relevant parties including the pupil (where appropriate), parent, the Board, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

3. STORAGE OF MEDICATION AND MEDICAL EQUIPMENT

All staff within CUL Academy understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is easily accessible (not locked away). Pupils may carry their emergency medication with them if they wish/this is appropriate or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, with only named staff having access. Staff at this Academy can administer a controlled drug to a pupil once they have had specialist training.

Medication that is in date and labelled will be kept in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are contacted to ensure all medication/equipment is up to date.

The Academy disposes of needles and other 'sharps' in line with local policies. Sharps boxes are kept securely at the Academy and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

4. RECORD KEEPING

Should CUL Academy be asked to admit a child with medical needs it will, in partnership with the parents/carers, School Nurses and Independent Medical Advisors discuss, individual needs at the earliest opportunity.

Parents are asked if their child has any medical conditions on the enrolment form. The Academy will then use a Care Plan to record the support an individual pupil needs around their medical condition. The Care Plan is developed with the pupil (where appropriate), parent, Academy staff, specialist nurse (where appropriate) and relevant healthcare services. The Academy has a centralised register of Care Plans, and an identified member of staff has the responsibility for this register. They are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the Care Plan. Other Academy staff are made aware of and have access to the Care Plan for the pupils in their care.

The pupil's confidentiality is protected and the Academy seeks permission from parents before sharing any medical information with any other party except in emergencies or extreme circumstances.

The relevant staff will endeavour to meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's Individual healthcare plan which accompanies them on the visit.

The Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff and makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support. This is to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Care Plan. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and the Academy keeps an up-to-date record of all training undertaken and by whom.

5. ACADEMY ENVIRONMENT

CUL Academy is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility, this is also the case for out-of-school activities.

CUL Academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside CUL Academy's Anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote understanding and a positive environment.

CUL Academy understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports. Relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Staff also ensure pupils have the appropriate medication/equipment/food with them during physical activity. It is important that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. CUL Academy will not penalise pupils for their attendance if their absences relate to their medical condition. Pupils with medical conditions who are finding it difficult to keep up educationally will be referred to the SENCO/Pupil & Family Support Worker who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

A risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

CUL Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

6. POLICY ADOPTION, MONITORING AND REVIEW

This Policy was considered and adopted by CUL Academy Board in line with their overall duty.

Parents/carers will be issued with a hard copy of this Policy on request. This Policy will also be made available to parents/carers via the Academies' websites.

Trustees will review this policy annually prior to the start of a new academic year but may adopt any amendments outside of this timeframe in accordance with any new legislation or guidance.

Date of next review: December 2016

MEDICAL FORM

Medical History and Allergy Information

Please contact reception if you wish to disclose any medical information or concerns regarding your child's health.

Childs name:		Year group:	D. O.B:
Does your child suffer with any medical conditions that we need to be aware of? If yes, please state below <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your child suffer with any allergies? If yes, please state below Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does your child have asthma? Yes <input type="checkbox"/> No <input type="checkbox"/>			
What colour is the inhaler?		Do you know what triggers the asthma?	
Please advise us of any current medication your child is receiving /stating dosages, times and types of mediation and whether it is long term or short term. School are not permitted to give pupils paracetamol or any other unprescribed medication.			
Medication (name & type)	Dosage	Times to be administered	Short or long term
If you do not consent for non- prescribed items to be administered for general first aid to your child E.g. cold packs, antiseptic wipes plasters or dressings. please tick this box <input type="checkbox"/>			

Prescribed items

If your child is required to take medication during the school day, it **MUST** be handed into reception for safe storage. You must complete the 'permission to administer medicine in school' over the page to give consent for any medication to be brought into school. If medication is administered before leaving school please include the details on this form.

I parent/carer confirm that the above information is correct and will inform the school immediately if there is any change in conditions and /or the dosage or frequency of medication.

Parent/Carer (please print name):.....

Signed Parent/Carer:

Date:

PERMISSION TO ADMINISTER

MEDICINE IN SCHOOL

The school will not administer medicine to your child unless you complete and sign this form.
 If your child has more than one type of medicine please request another copy of this form

Name of Pupil: _____ Form: _____

Date of Birth: _____

Name of medication (as it is described on container)	Reason for medication:
Date Dispensed:	Expiry Date:
Dosage required:	Frequency :
<i>Please note: All prescribed medicines must be in its original containers with the labels intact</i>	

Record of administration of medicine				
	Date	Time	Dosage	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Consent

I, Parent/Carer of the above named child give permission for CUL Academy staff to administer the above listed medicine on my behalf. I understand that the school is acting on the information supplied and therefore cannot be held responsible if the medication is administered incorrectly. I will inform the school immediately if there is any change in the dosage or frequency of the medicine.

Parent/Carer (please print)

.....
 Signed Parent/Carer: Date:

This policy was adopted for full implementation on

This policy will be reviewed by the Governing Body on a 3 yearly cycle and must be signed by the Chair of Governors and the Principal.

Policy Reviewed:	
Next Review:	09. Nov - 2019
Signature of Chair of Governors	Signature of Principal
	