



# **Supporting Students with Medical Needs Policy**

## **2015-16**

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**Reviewed:** **Spring 2018**

**Date approved  
By Governing Body:**

**Review Schedule:** **Annual**

**Next review Date:** **Spring 2019**

**Committee Responsibility:** **FGB**

**Member of Staff Responsible:** **Paul Sutton**

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## *Clyst Vale Community College*

1. The staff of *Clyst Vale Community College* wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. SENDCo will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a student will be attending who has a medical condition including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support.
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis
4. The above procedures will be monitored and reviewed by Deputy Principal Pastoral
5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between *SENDCo*, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
  - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication

- f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. Dr K Bawn will have the final decision on whether an Individual Health Care Plan is required.

### **Students with asthma**

7. SENDCo will be responsible for ensuring the following:
- Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who are the designated staff and how to access their help
8. SENDCo will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary
  - Make appropriate records of attacks
9. Senior First Aider will be responsible for the storage, care and disposal of asthma medication.

### **Students with anaphylaxis**

10. SENDCo will be responsible for ensuring the following:
- Instructing all staff on the symptoms of an anaphylaxis attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the pupil medical register
  - Making all staff aware of who are the designated staff (First Aiders) and how to access their help
11. SENDCo will be responsible for ensuring that all staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary
  - Know how to administer the auto-injectors
  - Make appropriate records of attacks
12. Senior First Aider will be responsible for disposal of any used adrenaline auto-injector.

## **THE ADMINISTRATION OF MEDICINE**

13. The Principal will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
14. Any parent/carer requesting the administration of medication will be given a copy of this policy.

### ***Non-Prescription Medication***

15. Prior written parental consent is required before any medication can be administered.
16. Only medication supplied by the parent/guardian will be administered
17. Only reasonable quantities of medication will be accepted (no more than one week's supply).
18. In an urgent situation the Principal (or his designated person) can give authority with verbal permission from parent/guardian to administer medication supplied by the College.
19. Each item of medication should be delivered in its original dispensed container and handed directly to the Senior First Aider.
20. Each item of medication should be clearly labelled with the following information:
- Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
21. The school will not accept items of medication which are in unlabelled containers or not in their original container.

22. Unless otherwise indicated, all medication to be administered in the school will be kept in the first aid room
23. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed, but not emergency medicine, such as Methylphenidate (Ritalin), students are not allowed to carry these, and they will be kept locked away in the first aid room. The exceptions to this regulation are insulin and inhalers.
24. 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 a student's need for medication.
25. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service and other health professionals.