



## Supporting Students with Medical conditions

### STATEMENT OF INTENT

Wize Up believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs are fully supported at the academy.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. We will also make sure that the academy is appropriately insured and that staff are aware that they are insured to support students in this way. In the event of illness, a staff member will accompany the student to the medical room. In order to manage their medical condition effectively, Wize Up will not prevent students from eating, drinking or taking breaks whenever they need to.

### Students with Special Medical Needs – Individual Healthcare Plans

Some students have medical conditions that, if not properly managed, could limit their access to education. These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such students are regarded as having medical needs. Most children with medical needs are able to attend Wize Up regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP states that this is not possible.

Wize Up will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that students with medical conditions are included.

Wize Up will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of academy life.

However, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk. An individual health care plan can help schools to identify the necessary safety measures to support students with medical needs and ensure that they are not put at risk. Wize Up appreciates that students with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents, and the student if they are mature enough, should give details in conjunction with their child's GP and Pediatrician. The referring school nurse may also provide additional background information and practical training for staff.

Procedure that will be followed when the academy is first notified of a student's medical condition

Wize Up should:

- Let the local council know if your child is likely to be out of education for than 15 school days
- Give the local council information about your child's needs, capabilities and the programme of work
- Help them reintegrate when they return
- Make sure they're kept informed about Wize Up' events and clubs
- Encourage them to stay in contact with other students, for example through visits or videos

This will be in place in time for the start of the relevant school term for a new student starting at the school or no longer than two weeks after a new diagnosis or in the case of a new student moving to Wize Up mid-term.

### **General principles:**

Wize Up Employees have neither a legal nor contractual duty to administer medicines or provide health treatment. school staff can dispense medicines for pupils to self-administer, provided the procedures in this policy are followed fully. However, these measures must not discriminate and must promote the good health of children.

Legal responsibilities under The Health and Safety at work act remain those of the employer.

Employees have a responsibility to:

- 1) take reasonable care of their own and others' health and safety
- 2) cooperate with their employers
- 3) carry out activities in accordance with training and instructions
- 4) inform the employer of any perceived risks.

**Procedures for managing prescription medicines:**

- Wize Up holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent/carer.
- The child's own doctor is the person best placed to advise whether a child should or should not attend school.
- Wize Up will consider requests made by parents in respect of the self-administration of medicines when:
  - A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
  - A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
  - A child regularly needs analgesia, (e.g. for migraine or period pain).
- The request form must be used whenever a parent/carer wishes medication to be self-administered and must be resubmitted termly.
- The medicine must be brought to Wize Up by the parent/carer (the child may bring the medication if previously agreed with staff) and must be delivered personally to a member of staff with responsibility for the child. Where the need for medication is long-term, up to a term's supply of medication will be accepted.
- Medicines will be self-administered by the pupil, supervised by a member of Wize Up staff.
- Wize Up staff will complete the Administration Log each time medication is supplied to the pupil.
- Wize Up will not be held responsible for failure to dispense medication – the student should take responsibility for requesting it at the appropriate time.
- All medicines must be clearly labelled with owner's name, dosage, and contents.
- If staff have concerns about the nature of given medication, we reserve the right to refuse their administration. Parents/carers will be advised of this immediately and will be consulted on alternative arrangements.

**Record keeping:**

Administration Logs will be kept on file at Wize Up for at least 12 months.

### **Safe storage and return of medicines:**

Generally non-emergency medication should be stored in a locked cupboard, accessible only by staff, preferably in a cool place.

Wize Up will consult with parents/carers over whether or not asthma inhalers are held by pupils or staff. If held by the pupil, parents will be asked to provide a labelled spare inhaler in case the regular one is lost / broken etc, that will be stored in the locked cupboard.

All emergency medication e.g. inhalers, EpiPen, dextrose tablets and anti-convulsants must be readily accessible but stored in a safe location known to the child and relevant staff.

All medicines must be clearly labelled with owner's name, dosage and contents. Medication should always be kept in the original dispensed containers. Staff should never transfer medicines from original containers.

Medication should be returned to the child's parent/carer whenever:-

- The course of treatment is complete
- Labels become detached or unreadable. (NB: Special care should be taken to ensure that the medication is returned to the appropriate parent/carer)
- Instructions are changed
- The expiry date has been reached

In exceptional circumstances, e.g. when a child has left Wize Up, it can be taken to a community pharmacy for disposal. Medication should not be disposed of in the normal refuse, flushed down the toilet, or washed down the sink.

It is the parent/carers responsibility to replace medication which has been used or expired, at the request of the Wize Up staff.

### **Trips and visits:**

Staff will look after medicines that are to be administered during a trip or visit.

### **Emergency medication:**

Anyone caring for children has a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could extend to voluntarily administering medicines and/or acting in an emergency. Staff must be made aware of any pupil with specific medical needs and training put in place for staff who have volunteered to administer emergency medication. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## Defibrillators

Defibrillators are available within the academy as part of the first aid equipment. First aiders are trained in the use of defibrillators. The local NHS ambulance service have been notified of its location

## **Analgesics (painkillers) and other non-prescription medicines:**

Wize Up staff are not permitted to provide any non-prescription medication to young people, including analgesics, that have not been supplied by the parent/carer with an accompanying request form (see attached).

Young people should not bring any non-prescription medicines to Wize Up for self-administration without the consent of their parents/carers via a request form.

If a parent/carer wishes their son/daughter to self-administer non-prescription medicines during the school day they should follow the procedure for managing prescription medicines below.

For children who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic can be kept in the school. The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48hrs. If symptoms persist medical advice should be sought by the parent.

*NB: Children under 16 should never be given medicines containing aspirin or ibuprofen unless prescribed by a Doctor.*

## **Asthma guidelines:**

Inhalers: Salbutamol, Ventolin, Salamol, Terbutaline, Intal / Cromogen, Becotide, Pulmicort, Flixotide

- Wize Up will consult with Parents/carers over whether or not inhalers are held by pupils or staff.
- Inhalers will only be allowed in the premises once parents/carers have completed the administration of medicines form.
- Parents will be asked to provide a labelled spare inhaler in case the regular one is lost / broken etc.
- Parents/carers must advise Wize Up of inhaler expiry dates.
- Inhalers are only to be used by / for the pupil for whom they are prescribed.

## **Nebulisers:**

- Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents/carers and Wize Up Staff.

## **Sports lessons:**

- Full participation remains the goal for pupils with asthmatic conditions.
- Pupils should take a dose of their inhaler before exercise.
- The inhaler should be readily accessible during the sports lesson.

#### **Art:**

- Some art materials may cause difficulty for asthmatic pupils. Staff should be aware of this.

#### **Epipen guidelines:**

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc. Staff must be made aware of any young person who requires an epipen and how and when it would be administered. When necessary, training will be provided to staff members.

#### **First aid guidelines:**

The First Aid responsible person should be consulted in cases of first aid. In all cases of the administration of first aid, parents/carers should be informed at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised of the need to take the child to a doctor. In emergency cases, an ambulance should be called and the parent/carer informed immediately. A member of Wize Up staff cannot give permission for any treatment at a hospital casualty department (blood transfusions etc.) Further information is available in the First Aid Policy. Young people with known medical conditions (including allergies) will be identified in the medical alert booklet available in the staff room and main office.

#### **Miscellaneous:**

The following will not be administered by Wize Up staff:

- Diabetes injections
- Cystic fibrosis chest massage
- Tracheotomy procedures
- Catheterisation
- Rectal valium insertion
- Other invasive procedures

## **Useful Contacts**

### **Allergy UK Allergy Help Line:**

(01322) 619864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

### **The Anaphylaxis Campaign Helpline:**

(01252) 542029

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk) and [www.allergyinschools.co.uk](http://www.allergyinschools.co.uk)

### **Association for Spina Bifida and Hydrocephalus**

Tel: (01733) 555988 (9am to 5pm)

Website: [www.asbah.org](http://www.asbah.org)

### **Asthma UK (formerly the National Asthma Campaign)**

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: [www.asthma.org.uk](http://www.asthma.org.uk)

### **Council for Disabled Children**

Tel: (020) 7843 1900

Website: [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

### **Contact a Family**

Helpline: 0808 808 3555

Website: [www.cafamily.org.uk](http://www.cafamily.org.uk)

**Cystic Fibrosis Trust**

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: [www.cftrust.org.uk](http://www.cftrust.org.uk)

**Diabetes UK**

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

**Department for Education and Skills**

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

**Department of Health**

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

**Disability Rights Commission (DRC)**

DRC helpline: 08457 622633 Textphone: 08457 622 644

Fax: 08457 778878

Website: [www.drc-gb.org](http://www.drc-gb.org)

**Epilepsy Action Freephone**

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

Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)



## PARENT/CARER REQUEST FOR USE OF MEDICINE

<b>YOUNG PERSON'S NAME</b>			
Name of medicine			
Time of dose(s)			
Dose amount			
Start date		Finish date:	
Any special instructions? (e.g. take with food)			
Any expected side effects Wize Up needs to know about?			
Is this medicine prescribed by a doctor?	Yes / No <i>(delete as appropriate)</i>		
If 'Yes', please provide the doctor's name and contact telephone number			

**Parent / Carer declaration:**

I understand that:

- The above medicine must be delivered to the school personally
- The responsibility for this medication remains mine and I will advise the school of changes to the information given
- My son/daughter will self-administer this medicine under the supervision of Wize Up staff
- Wize Up is under no obligation to administer medicines
- This form must be fully completed and resubmitted termly if medicine is to be allowed.

Signed:		Print name:	
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*To be completed by Wize Up staff:*

<i>Medicine and completed form received by:</i>	<i>(name)</i>	<i>(date)</i>
<i>Name of staff responsible for carrying out this request:</i>		

## ADMINISTRATION LOG

*To be completed by Wize Up staff each time requested medication is provided to pupil for self-administration.*

Name of young person	
Name of medication	
Medication expiry date	

Date	Time	Dose	Signature	Comments

*Parent/Carer Request Forms and Administration Logs must be kept in the Wize Up for at least 12 months.*