

## Medical Treatment Policy

Policy Code:	HS2
Policy Start Date:	March 2018 (forms updated July 2018)
Policy Review Date:	March 2020

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR33 Records Management Policy
- HS5 Health and Safety Policy
- SW11 Educational Visits Policy

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## **1. Policy Statement**

- 1.1** The Priory Federation of Academies Trust (The Trust) provides learning environments that are supportive and welcoming to students with medical conditions. The Trust aims to provide all students with medical conditions the same opportunities as other students. This will be achieved by ensuring that, all staff understand their duty of care, both to students and young people with long-term conditions and to students and young people in the event of an emergency, and that staff feel confident with the emergency procedures.
- 1.2** The Trust understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood – it also acknowledges the importance of medication being taken as prescribed. Staff will be briefed and will receive additional training (where appropriate) about meeting the needs of any student they may be working with who have additional medical needs.
- 1.3** This policy outlines the manner in which medical conditions will be managed in accordance with the DfE guidance December 2015 (Supporting pupils at school with medical conditions).
- 1.4** Where Academies are mentioned throughout, this also includes the Robert de Cheney Boarding House at The Priory Academy LSST, the Early Years setting at The Priory Witham Academy and The Keyworth Centre at The Priory City of Lincoln Academy, as well as the Trust's French Centre.
- 1.5** This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1** The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Human Resources Director
- 2.2** Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

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### **3 Aims**

- 3.1 The Trust will help to ensure they can be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being.
- 3.2 Students with medical conditions will be encouraged to take control of their condition.
- 3.3 The Trust aims to include all students with medical conditions in all Academy activities.
- 3.4 An open dialogue will be maintained between the Academy and the parents/carers of any students with additional medical needs.
- 3.5 All staff should be briefed on what action to take in the event of an emergency.

Staff will be briefed regarding Individual Medical Care Plans (See Appendix 5) where appropriate, and will be made aware of PEEP documents (Personal Emergency Escape Plan – See Appendix 4), so that prompt and safe evacuation can take place in the event of an emergency.

- 3.6 The Senior Leadership Team (SLT) of the relevant academy will be made aware of and will be updated regarding any students with serious medical conditions.
- 3.7 If a student needs to be taken to hospital, a member of staff will always accompany them if necessary and will stay with them until a parent/carer arrives. The Academy will try to ensure that the staff member will be one the student knows. A staff member should inform a member of the Academy's SLT and/or the Academy's critical incidents team.

### **4. Procedures for dealing with sick or injured students**

Students who are taken ill or injured should be sent to the appropriate medical room or office. In the case of serious injury the casualty should be treated immediately, at the location, ensuring dignity is maintained at all times, while the relevant emergency service is called.

If an emergency service is required then the member of staff with the ill or injured student should make the call, without hesitation. See Appendix 7 for further instruction.

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#### 4.1 **Illness or less serious injury.**

At the medical room or office the student, if injured or if the illness warrants it, will be seen by a qualified First Aider. If necessary, the parent/carer will be contacted to arrange for the student to either be collected or gain permission for the child to leave site, or they will be returned to normal activity within the Academy. At all times prime consideration must be for the sick or injured student.

#### 4.2 **Serious Injury.**

If the injury is serious and the student is unable to walk or unconscious, normal first aid procedures apply, ensuring that the emergency services are called immediately.

#### 4.3 **Head injury**

A member of the Pastoral team/First Aider will contact home if a student sustains a head injury or is seen by a First Aider in relation to a head injury. If necessary, the school will contact the emergency services.

Staff should be aware that they are acting in loco parentis at all times during the educational day, and that their prime consideration is a duty of care to all students.

### **Notes for General Guidance**

4.4 **Hospital Referrals** - No student should be sent to hospital without the parents/carers being informed. It is the responsibility of the First Aider or nominated person to contact parents and request that they either: come to the Academy to accompany their child to hospital or meet them at hospital, in which case a member of staff must accompany the injured student to hospital. The appropriate Pastoral Team should then be informed of action taken by the First Aider.

4.5 **Leaving the Academy** - Students who are unwell should ideally not be permitted to go home unaccompanied. They must be collected by a parent or named next of kin. This should be coordinated through the First Aider/Pastoral Team. Students will only be allowed to leave site unaccompanied in exceptional circumstances and only with parental permission.

4.6 **Accidents after or during an Academy Activity** - If an accident occurs during or after an Academy activity or Academy visit, the teacher/member of staff in charge should arrange appropriate treatment for the student concerned. This may involve calling the emergency services for a serious accident.

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## **5. Administration / Supervision of taking of medication**

- 5.1 Medication should only be administered at the Academy when it would be detrimental to a child's health or school attendance not to do so. Where it is possible that medication that can be administered at home, rather than at school, it should be administered at home.
- 5.2 No child under 16 should be given prescription or non-prescription medication without their parent/carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.
- 5.3 Students should not bring onto site or keep prescription medication themselves unless this is outlined in the Individual Medical Care Plan (See Appendix 5); the exception to this being inhalers.
- 5.4 Any medicines that must be administered at the Academy will only be administered with the consent of the Headteacher and parents/carers. Nominated staff should supervise the self-administration of medication (to avoid the risk of double dosing). They must be willing to undertake this task and must receive specific instructions and training if necessary.
- 5.5 If a student requires medication during the Academy day, the parents/carers must complete the relevant form (Medicine Administering Form) in Appendix 1. Each time there is a variation to the dose a new form is to be completed. If necessary, the Academy will assist in the completion of the form but it must be signed by the parent or carer.
- 5.6 The smallest practicable dose should be brought to the Academy, preferably by the parent or carer, and be handed into the medical room.
- 5.7 A medication record book/chart will be maintained at the location at which medicines are self-administered and an entry will be made by the person supervising the administering of the medicine. See Appendix 3.
- 5.8 Certain medication can only be administered by a nominated person who will be specifically trained by nursing or medical staff. However, in the majority of cases, and as detailed in the students' Individual Medical Care Plan, the student will self-administer under the supervision of a nominated member of staff.
- 5.9 If it is necessary for students to bring Over the Counter Medicines (OTCM) or General Sales List Medicines onto site then they must inform a member of staff

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if they consume any. Parents/carers must ensure the student is capable of responsible self-administration; otherwise the medication must be kept in the medical room.

## **6. Administration of emergency medication**

The Trust will seek to ensure that students with medical conditions have easy access to their emergency medication. Individual Academies will ensure that all students understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

## **7. Safe storage**

- 7.1 Each Academy will identify a member of staff/designated person who ensures the correct storage of medication at Academy.
- 7.2 All controlled drugs are to be kept in a locked cupboard where only named staff will have access.
- 7.3 The identified member of staff will check the expiry dates for all medication stored at the Academy every calendar month during the academic year.
- 7.4 All medication kept by the Academy must be kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions will be informed where their medication is stored and how to access it. Staff will need to ensure that medication is accessible only to those for whom it is prescribed.
- 7.5 Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away.
- 7.6 The identified member of staff, along with the parents/carers of students with medical conditions are to ensure that all emergency and non-emergency medication brought in to the Academy must be clearly labelled with the student's name, the name of the medication, route of administration, dose and frequency, along with the expiry date of the medication.
- 7.7 All medication must be supplied and stored in its original containers, in accordance with point 7.6.
- 7.8 Medication must be stored in accordance with the manufacturer's instructions, paying particular note to temperature.

7.9 Some medication may need to be refrigerated. All refrigerated medication must be stored in an airtight container and must be clearly labelled. Refrigerators used for the storage of medication should only be used for that purpose and should be inaccessible to unsupervised students or lockable as appropriate.

7.10 It is the parent/carer's responsibility to ensure new and in-date medication comes into Academy with the appropriate instructions and to ensure that the Academy receives this.

7.11 If a staff member requires prescription medication and is still fit to care for students, this medication should also be stored in the same way students medication is stored.

## **8. Safe disposal**

8.1 Parents/carers will be asked to collect out-of-date medication or it will be sent home with the child (of which parents/carers will be informed).

8.2 If parents/carers do not collect out-of-date medication the medication will be taken to a local pharmacy for safe disposal by a nominated member of staff.

8.3 A named member of staff will be responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done every calendar month during the academic year and should be documented (Central Register – See Appendix 2).

8.4 Sharps boxes are used for the disposal of needles. Parents/carers can obtain sharps boxes from the student's GP or paediatrician on prescription. All sharps boxes in the Academy will be stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

8.5 Collection and disposal of sharps boxes is arranged with the local authority's environmental services through the Academy's site manager.

## **9. Educational visits**

9.1 All staff attending off-site visits should be aware of any students on the visit who have medical conditions. This should be taken into consideration when completing the visit risk-assessment. If there are students on the visit who have medical conditions then the Medical Risk Assessment will need to be completed in addition to the visit risk-assessment. (Please refer to SW11 Educational Visits Policy)

9.2 If a student participating in a visit has a medical condition the visit coordinator should be aware of the type of condition, what to do in an emergency and any

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other additional support necessary, including any additional medication or equipment needed. If necessary, the visit co-ordinator should refer to the student's Individual Medical Care Plan (See Appendix 5).

- 9.3 Any medication taken on an educational visit must be kept in a locked box or under the supervision of the visit co-ordinator.
- 9.4 If a sharps box is needed on an off-site or residential visit, a named member of staff must be responsible for its safe storage and return to a local pharmacy, to the Academy or to the student's parent/carer.

## General

- The Trust understands the importance of medication being taken as prescribed.
- Parents should inform the respective Academy of any medical conditions affecting their child *as promptly as possible* upon the student developing a medical condition. The Academy asks for a full disclosure of any medication being taken by their child.
- All administration of prescription medication is carried out under the appropriate supervision of a nominated member of staff at the Academy, unless there is an agreed plan for self-medication (refer to section 3.3).
- There is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically asked to do so, or unless the situation is an emergency.
- For medication where no specific training is necessary, any member of staff may administer medication to students under the age of 16, but only with the written consent of the student's parent/carer. The Academy will ensure that specific training and updates will be given to all staff members who agree to administer medication to students.
- All Academy staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication should only be administered by an adult of the same gender as the student, and preferably witnessed by a second adult of the same gender. This will be agreed in the Individual Medical Care Plan.
- Parents/carers of students should understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately. Parents/carers should provide the Academy with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.



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- If a student refuses their medication or it is felt that they are not administering their medication as prescribed, staff will record this. Parents/carers are to be informed of this as soon as possible on the same day.
  - If a trained member of staff, who is usually responsible for administering medication is not available, the Academy will make alternative arrangements to provide the service. This should always be addressed in the risk assessment for off-site activities.
  - If a student misuses medication, be this their own or another student's, their parents/carers are to be informed as soon as possible. The Academy will seek medical advice by ringing 111, or 999 in the event of an emergency. In such circumstances, students will be subject to the Academy's disciplinary procedures.
  - Emergency medication can be made readily available to students who require it at all times during the Academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
  - If the student concerned is involved in extended Academy services, then specific arrangements and risk assessments should be agreed with the parent/carer and appropriate staff involved.

## **10. Medication forms**

- 10.1 Parents/carers are asked whether their child has any medical conditions upon enrolment. If so, parents will be asked to complete a medication form (Medicine Administering Form – See Appendix 1)
- 10.2 If a student has a short-term medical condition that requires medication during the educational day (e.g. antibiotics), a medication form (Medicine Administering Form – See Appendix 1) plus explanation will be sent to the student's parents/carers to complete.

## **11. Individual medical care plans**

- 11.1 Individual Medical Care Plans (See Appendix 5) are used to inform the appropriate staff about the individual needs of a student who has a complex health need. It also enables identification of important individual triggers for students with complex health needs that cause symptoms and can lead to emergencies. Storage of such information will ensure that the Academy's emergency care services have a timely and accurate summary of a student's current medical management.
- 11.2 Individual Medical Care Plans will be issued to students with complex health needs. Details about the individual student's medical needs, their triggers, signs, symptoms, medication and other treatments. Further documentation can

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be attached to the Individual Medical Care Plan if required. Examples of complex health need which may generate an Individual Medical Care Plan following discussion with the Academy are:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication
- allergies that require an epi-pen

11.3 Parents/carers should update their child's Individual Medical Care Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or their medication and/or treatments change. Each Individual Medical Care Plan will have a review date.

## **12. Infection control**

12.1 Infections in young people are common. This is because a child's immune system is immature. Added to this, young children often have close contact with their friends/peers which means infections can spread easily. Many diseases can spread before the individual shows any symptoms at all (during the infectious period). For example, a student with chickenpox is infectious to others 1 to 2 days before the rash appears.

12.2 The Trust will follow guidance from Public Health England with regards to managing cases of infectious diseases. The guidance can be found at:  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

12.3 The Trust recognises that preventative approaches are better than reactive ones and through promoting the routine use of good standards of hygiene it seeks to reduce the overall transmission of infection.

This can be done through:

- The promotion of immunisation of students and staff
- Encouraging good hand washing and providing facilities for this
- Making sure the environment is kept clean

## **13. Policy change**

13.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust Medical Treatment Policy**

This Policy has been approved by the Priory Federation of Academies Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.

## APPENDIX 1 – MEDICINE ADMINISTERING FORM

### Medicine Administering Form

Medication will not be held without this completed form  
The Headteacher reserves the right to remove this service

<b>School:</b>			
<b>Name of child:</b>		<b>Tutor group:</b>	
<b>Medical condition or illness:</b>			

#### Medicine

<b>Name/type of medication:</b> <i>(As described on container)</i>	
<b>Expiry date:</b> <i>(Of prescription)</i>	
<b>Dosage and method of administration:</b>	
<b>Timing:</b>	
<b>Special precautions/other instructions:</b>	
<b>Are there any side effects the school needs to be aware of?:</b>	

**Note: Medication must be presented in the original container as dispensed by pharmacy or a photocopy must be taken of the prescription label and guidance (and kept with this form).**

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The above information is, to the best of my knowledge, accurate at the time of writing.  
I give consent for my child to take their medication in accordance with any medical guidance provided.  
I will complete a new Medical Administration Form if there is any change in dosage or frequency of the medication and inform the school if the medication is stopped.  
I recognise that The Priory Federation of Academies Trust is not legally bound to provide this service, and it may be withdrawn at any time.  
I will ensure I can be contacted during Academy hours.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_





## APPENDIX 4 – PERSONAL EMERGENCY EVACUATION PLAN

### PERSONAL EMERGENCY ESCAPE PLAN

<b>Name:</b>	
<b>Reason for PEEP:</b> <i>(Please specify if temporary)</i>	
<b>School:</b>	
<b>Normal building / floor / room:</b>	

<b>Informed of fire evacuation by:</b>	<i>(e.g. normal fire alarm, pager, other – please specify)</i>
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<b>Evacuation requirements:</b>	
How many people need to assist you?	
Do you need to be shown the escape routes?	
Do you need help with your assistance dog?	
Do you need to have doors opened?	
Will you require more time as you move slowly?	
Will you need assistance moving your wheelchair to the assembly point?	
Do you need to hold the arm of your assistant(s)?	

<b>Assistants:</b>
I require __ person(s) to assist me.
Names / departments of people assisting:



Back-up assistants / departments:

**Equipment provided (including means of communication):**

**Additional information:**

**Member of staff signature:**

**Date:**

**Signed by Individual:**

**Date:**

**Once complete please attach the student's timetable and submit a copy to the Site Manager and relevant staff.**

## APPENDIX 5 – INDIVIDUAL MEDICAL CARE PLAN

### Individual Medical Care Plan

School name:			
Name of child:		Tutor group:	
Medical diagnosis or condition:			
Medication currently prescribed:			

Describe medical needs and give details of child's symptoms and triggers:	
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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications:	
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<b>What constitutes an emergency, and the action to be taken if this occurs:</b>	
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Can the medication be self-administered?:		If no, please outline any additional training information which will be required:
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<b>Daily care requirements:</b>	
<b>Storage of medication:</b>	
<b>Arrangements for school visits:</b> <i>(Please state any specific needs for residential visits)</i>	<i>Please refer to the Federation's Educational Visits Policy should you require further information.</i>

**Staff member(s) with responsibility and training required (if applicable)**

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**Headteacher's agreement**

It is agreed that this child will receive the above listed medication as directed in this Individual Medical Care Plan.

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

*(The Headteacher/Head of Setting/Named Member of Staff)*

**Parental and pupil agreement**

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes individual emergency services). I understand that I must notify the Academy of any changes in writing.

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Healthcare professional agreement**

I agree that the information is accurate and up to date.

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

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## **APPENDIX 6 – TEMPLATE LETTER**

Dear Parent / Carer

### **The Individual Medical Care Plan**

Thank you for informing the Academy of your child's medical condition. In conjunction with guidance from the Department for Education and The Priory Federation of Academies Trust's Medical Treatment Policy, the Academy has a duty of care to all students, including those with medical conditions.

Therefore, we are asking all parents/carers of students with complex health needs to assist us by completing an Individual Medical Care Plan. Please complete the plan enclosed and return it to me at ***name of school***. If you would prefer to meet me to complete the Individual Medical Care Plan or if you have any questions then please contact me on ***insert contact details***.

Your child's completed Medical Care Plan will store details about their medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help Academy staff to better understand your child's medical condition.

In addition, please make sure that the plan is regularly checked and updated and the Academy must be kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

Thank you for your help.

Yours sincerely

**NAME**  
**JOB TITLE**

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**APPENDIX 7 – CONTACTING EMERGENCY SERVICES**

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number.
2. Give your location as follows.
3. State the name, address and postcode of the Academy if on-site, and as much detail of the location you can if off-site.
4. Give exact location in the Academy of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the student.
9. Don't hang up until the information has been repeated back to you.
10. Inform site staff to meet the paramedics and escort them to the location of the student(s).
11. Ideally the person calling should be with the student, as the emergency services may give first aid instruction.
12. Never cancel an ambulance once it has been called.