

# MANCHESTER HEALTH ACADEMY

## Medical Treatment of Students Policy

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### Approval History

Approved By:	Date of Approval	Version Approved	Comments
Standards Committee	28/02/19	V2	

### Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
Feb 19			Policy Updated	Y	HMW

## **1. Purpose**

This policy aims to provide guidance for staff in how to care for students appropriately in instances where medical treatment is needed.

## **2. Scope**

This policy applies to all staff and students at Manchester Health Academy

## **3. Responsibility**

The Principal, Senior Leadership Team and Governors will accept responsibility for members of Academy staff supervising students with medical needs.

## **4. Our Approach**

The Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a basis for ensuring that children with medical needs receive the correct care and support whilst at the Academy. The Academy will also ensure the adequate provision of qualified first aiders to students and staff.

## **5. Policy Detail**

### **5.1 First Aid**

- All first aiders will be trained and become qualified according to standards approved by the Health and Safety Executive.
- First aid equipment, materials and facilities will be provided and maintained on site
- First aid boxes will be checked by the Student Support Officer on a monthly basis. All first aiders are also responsible to update the Lead First Aider if they use any items, which need to be restocked.
- The contents of first aid boxes will be in accordance with the HSE guidance.
- No pills, tablets, lotions or creams will be stored in the first aid boxes
- First aid and accident reporting arrangements will be displayed clearly around the Academy
- Parents/Carers will be notified as soon as possible of an injury if the first aider deems this appropriate.
- If an ambulance is required, the parent/carer will be notified immediately. If the parent/carer is unable to accompany the student to hospital, a member of staff must do so and remain until the parents/carer arrives.
- Precautions must be taken to avoid the transmission of infection e.g. First Aiders must cover exposed cuts/abrasions with a waterproof dressing regardless of whether an infection is suspected. The first aider is also responsible to ensure that they protect themselves in terms of transmission of infection.

## **5.2 The Reporting and Recording of Incidents and Near Misses**

All incidents, however minor, which occur on Academy premises or during Academy activities (e.g. trips, visits, work experience, sport fixtures) must be reported and recorded on the Accident and Incident/Near Miss form.

The following guidelines apply:

- Reporting and recording of the incident must be carried out as soon as possible and always within 24 hours of the incident.
  - The reporting of an incident or near miss must be carried out by the first aider attending the scene
  - Full statements must be completed by any staff, visitors or students that witnessed the event/incident
  - In serious cases, a full incident investigation should take place following the procedure.
  - The Business and Marketing Manager must be fully informed to make necessary arrangements of reporting the incident to the Health and Safety Executive

## **5.3 Guidance on providing care, support and administering medication at the Academy.**

- The Academy operates a strict administering paracetamol guidelines and all staff must adhere to this – see appendix 1
- Students that have been prescribed medication for short or long term illness must ensure that this is clearly labelled with the following information:
  - Student's Name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if appropriate)
  - Expiry date
- Under no circumstances should medicine be given to students without written parental consent. All information must be recorded in the Medication Administration Records File including parental consent and information relating to the administering of the medication.
- Medication will not be accepted by the Academy without complete written and signed instructions from the parent/carer.
- Only reasonable quantities of medication should be supplied to the Academy by a responsible person and recorded in the Medication Administration Records File.
- Each item of medication must be delivered in its original container and handed directly to the or to a nominated person authorised by the Principal/Senior Leadership Team.
- The Academy will not accept items of medication, which are in unlabelled containers.
- All medication held must be administered in the Academy by nominated staff and all medication must be stored in a locked cabinet. Any controlled medication will be stored in the safe.

- Nominated staff are to ensure that parents/carers are informed of any concerns they may have with the administering of medication.
- It is the responsibility of the parent/carer to inform the Academy if there is a change in medication, a change in dosage or the discontinuation of the student's need for medication.
- All medical information disclosed to the Academy will be treated confidentially. Information necessary to safeguard individual students will be disclosed as necessary to the appropriate staff.
- Once medication is no longer to be administered it is the responsibility of the parent/carer to collect the medication

#### **5.4 Students with long-term medical needs**

- Specific training/guidance needed to assist in the medical needs of the student will be given to the nominated member of staff.
- Parents/carers are requested to provide the Academy with any information that they feel will be needed to care for individual students. This may require endorsement from the students own GP.
- Parents/carers are responsible for informing the Academy of medical issues that arise during the student's time in the Academy.

#### **5.5 Specific Medical Issues**

The Academy will advise staff on the practical aspects of managing:

- Asthma attacks
- Diabetes
- Epilepsy
- Anaphylactic Reaction

The Academy will keep a record of students who may require such treatment.

The Academy expects all parents/carers whose children may require such treatment to ensure that appropriate medication has been recorded with the Academy together with clear guidance on the usage of medication.

All children with a medical condition should have an individual healthcare plan (IHP). This should include:

- What care the child needs whilst in the Academy, when they need it and who will give this care.
- Information on the impact of any health condition may have on a child's learning, behaviour or classroom performance.

The plan should be drawn up with input from the child (if appropriate) their parent/carer, relevant Academy staff and healthcare professionals.

## 5.6 Storage of medication and equipment at the Academy

- All first aid staff will understand what constitutes an emergency for a child and will know what emergency treatment and medication to administer. All medication will be readily available.
- Pupils may carry their own medical equipment or they should know exactly where it is stored.
- All controlled drugs should be stored in the safe at the student desk with only named staff having access.
- All medication will be stored safely in a locked cupboard ensuring all pupils with medical conditions know where it is stored and will have access to it immediately.
- The Academy will only store medication that is in date and labelled correctly. The exception to this is insulin, which though must be in date, will generally be supplied in an insulin injector or pen/pump.
- Parents are asked to collect all medication/equipment at the end of the Academy term, and to provide new and in date medication with letter of authorisation at the start of each new term.
- The Academy will dispose of needles and other sharps in line with local policy. Sharp boxes are kept securely at the Academy and should accompany a child on off-site visits where applicable.

## 5.7 Training of specialist first aid equipment

The defibrillator's should be kept in designated areas and be accessible at all times. They are currently located at main reception, student desk and the community office. They will only be used on a person who shows signs of a cardiac arrest, are unresponsive, not breathing or breathing ineffectively with no signs of a pulse. The defibrillators will only be used by trained staff.

First aid and nominated staff have been trained in the use of equipment such as:

- Epi-pens
- Inhalers
- Defibrillators

It is the responsibility of the Academy to ensure that training is up to date and relevant and meets statutory guidance.

## 5.8 Record Keeping

- Parents are asked if their child has any medical conditions on the admissions form. It is the responsibility of the parent/carer to inform the Academy of any medical issues and update accordingly.
- All medication that is administered is recorded giving full details of medication, dosage, reasons and person giving permission.
- The IHP will contain all relevant information needed to ensure the child receives the correct medical assistance whilst in the Academy. Where no IHP is in place (short-term medical need) it is the responsibility of the parent to ensure that the Academy is fully aware of the medical need and appropriate medication is provided.

- IHP's are regularly reviewed, at least once a year or whenever the pupil's needs change. A member of staff will be assigned to ensure that the IHP register is up to date.
- The Academy will ensure that the register is kept confidential and only named staff are subject to the information provided.

## **5.9 First Aid Risk Assessment**

The Academy has in place a First Aid Risk Assessment, which has ensured the following procedures are in place:

- The correct number of first aiders are available to deal with students and staff present between 7.30am-6.00pm weekdays and at the weekend.
- The Academy has assessed the distance between the Academy and the nearest Accident and Emergency Department which is based at Wythenshawe Hospital 4 minutes by ambulance or 6 minutes by car.
- There are 10 first aid boxes placed in prominent positions around the Academy and all are checked monthly to ensure sufficient stock are in place. All PE staff have their own first aid bum bag.
- The 3 defibrillators are checked weekly by the Student Support Officer to ensure that they are in full working order.
- A Health and Safety Working Party consisting of staff from high risk departments, first aiders, Site Management, Business and Marketing Manager and the Director of Finance and Corporate Services who meet once a term to assess accidents and near misses and address any concerns regarding the Safety of the Academy. These are reported to the Principal who in turns reports to governors.

## **6. Related Documents**

Appendix 1 Administering Paracetamol Guidelines

## Administering Paracetamol Guidelines

The student desk will only hold up to a maximum of 10 Paracetamol. They will be stored in a locked cabinet. A larger supply will be stored in the safe in the main office.

Before giving a student paracetamol (tablet or liquid), the following protocol must be followed:-

1. If the Student is feeling unwell, ask if they have had something to eat or drink. If they have not ask them to have something to eat or drink.
2. Ask them to go back to lesson and report back to the desk if they are still feeling unwell.
3. If the student returns still feeling unwell before any medication can be given the following must be carried out:
  - Ask the student when they last had any medicine. Be specific with them asking what it was, why they had this and what time it was taken;
  - Before any medication is given permission must be sought from their parent or carer;
  - If no contact is made with their parent/carer, the student should return to lesson. Ask the student to return to the desk if they are still feeling unwell. Under NO circumstances is medication to be given.
4. Once permission is given by their parent/carer, you may give the student the medication but this must be taken in your presence. The student must be closely monitored to ensure that they have taken the medication.
5. Record the following in the Administering Medication Register:
  - The student's name
  - Reason why medication was taken
  - Contact person who authorised medication to be given
  - Time medication was given
  - Witnessed by who (your name)
  - Amount of medication and its full title
6. The register will be shared with the Business Manager on a weekly basis to ensure that students are not visiting the desk on a regular basis for medication.
7. If student desk staff feel students are frequently attending for medication they will bring it to the attention of ELT for further guidance.