

## Great Oaks College

### Medication & Pupil Health Policy

Person Responsible: Head of College

Great Oaks College provides education to young people including those with long-term and complex medical needs. The school will seek to provide the highest quality care within its capacity

It is the responsibility of parents to inform the College of all medical conditions in respect of their child's care on application to the College, and to inform the College of any changes in their child's condition or treatment.

#### Health Assessment Forms

The College will request specific information on a young person's application to the College. The accuracy of the Health assessment form will be checked at the beginning of the following academic year. This annual check will be carried out by the College admin team. The health assessment form is held in the Student's central file and in the student file accessible to all staff who work with that student. A copy will also be held in the Head Teacher's office.

#### Health care plans

If a student needs medical care delivered during the College day a medical care plan will be needed. This should be provided by the relevant Community nurse in the CLDT before the student can begin attending College. The plan should identify what care is needed, and who that care will be delivered by.

All staff working with young people should familiarise themselves with pupil care plans.

All healthcare plans should be reviewed on an annual basis by the community nurse and more frequently if anything changes. All updated health information and care plans should be given in the first instance to the Head Teacher who will ensure that school staff are informed and that old plans are discarded.

#### Meeting medical care needs

A designated healthcare assistant is employed within the class team on the sensory pathway, who will provide the majority of medical care to Great Oaks students. The support staff teams in Great Oaks College are trained in managing medical feeds and in administering emergency medications for epilepsy.

It should be noted that initially Great Oaks College will not have access to qualified nursing support. If a young person's needs cannot be met without the presence of an on-site qualified nurse then they will not be offered a place in College.

## **Risk Assessments**

Risk assessments are prepared for students for a variety of reasons as follows;

Risk assessments for moving and handling are prepared and managed by the school manual handling trainers (Nancy Beesley and Sophie Carswell).

Risk assessments associated with pupil medical needs and pupil behaviour are prepared and managed by the class teacher and team where required. Outings risk assessments include details of issues which may present themselves during off site activities and identify which member of the accompanying staff team will deal with these issues.

## **Receiving, checking and storing medication in College**

### **Receiving medication**

Medication sent to College either for use in College or in transit must be carried by the transport escort, parent or carer and handed to a member of College staff on arrival. Medication should never be carried in a student's bag unless it has been agreed that the student can administer their own medication in the care plan.

The member of staff receiving the medication will, in normal circumstances, be the healthcare assistant. The receipt of medication will be recorded in the medication file and the medication locked in the medicine cupboard in the College medical room.

### **The responsibility for the administration of medical care**

The healthcare assistant will carry out most medical care, however all support staff job descriptions include the administration of medical care including gastric feeds.

### **Asthma inhalers and epipens**

Any asthma inhalers or epipens will be carried with the student who may need to use them at all times both on and off site. Any asthma inhalers or epipen will be carried with the student at all times within College, and taken with them to any off site activities as they may need to use it at any time. College staff are responsible to check expiry date and ensure adequate topping up is requested from parents when medication is used.

### **The administration of medication**

Medication will only be administered by College staff when there is written permission and instruction to do so from the parents or carer.

All prescribed medication administered in College must be supplied in its original packaging including the pharmacy label giving the young person's name, drug name, dose, instructions for administration, cautionary advice, and dates of dispensing and expiry.

A written record will be kept of all medication administered and signed by the person administering that medication. The administration of medication form is located in the bag with the medication in the medical cupboard in the medical room. Medication administration documentation should be kept with the care plan in the classroom/outing bag folder and handed over to the healthcare assistant at the end of the academic year for filing.

#### **Administration of medication on off site activities**

If it is planned that any member of staff will administer medication during an offsite activity details will be recorded in the risk assessment for that activity including the young person's name and staff name. That member of staff will initial to indicate they have agreed to administer the medication.

Any medication taken out of school for an activity will be carried in a container clearly labelled with the young person's name. A copy of the care plan including the instructions for the administration of that medication will also be carried. Medication will not be left in any vehicle, but carried with the staff in charge of the young person in an appropriate bag.

#### **The administration of gastric feeds**

Gastric meals will be administered by the healthcare assistant according to the plan drawn up by the dietician. Some gastric feeds might be administered by support staff in a classroom or during an outing so that pupils do not miss educational activities. Gastric feeds will always be prepared by the healthcare assistant.

#### **Illness**

It is the responsibility of parents or carers to keep students at home during illness. It should be noted in particular that students should be kept at home while they are taking antibiotics for any illness and that they should remain off school for 48 hours after the last incidence of sickness or diahorrea. Students needing longer than a 5 days course of antibiotic treatment and otherwise well enough to attend school should contact the College to discuss if attendance if possible, a decision will be made based on the individual student's needs.

#### **Children taken ill during the school day**

If a young person is taken ill during the College day this should be reported to a member of the SLT who will make a decision whether they should remain in school.

All illness will be reported to parents.

If it is determined that the student needs to go home the parent or carers will be asked to collect them as soon as possible.

## Dealing with accidents and emergencies

In the event of an incident the staff with the student will be the first to respond

Where first aid is required a trained first aider should be called

The College has its own first aiders. In the unlikely event that a College first aider is not available a first aider from the co-located Oaklands School will be called.

### **First aid boxes and supplies**

First aid boxes are located in College medical room, reception, in all 3 utility kitchens, in the DT room, art room, food tech room, café, and horticulture area.

A defibrillators are located at reception, in the sports centre and in **both PMLD corridors**.

First aid boxes will be checked termly. The person responsible for checking first aid boxes and ordering supplies is the healthcare assistant.

### **Students requiring emergency hospital treatment**

In the case of an emergency requiring hospital treatment the parent or carer will be informed immediately and a staff member will accompany the student to the hospital and await parents there.

If accompanying a student to hospital in the case of an emergency the member of staff should take the student's personal details, what emergency medication (if any) has been administered, and any medication they regularly uses. If possible take the package of the emergency medication with them to show hospital staff what have been administered.

### **Recording accidents**

All accidents must be recorded on the online accident reporting system. This should be done with Lindsey Banks as soon as practically possible.

All accidents, including minor accidents should be reported to parents on the day that they occur before the student arrives home.

### **Training**

A programme of regular training is required for awareness of medical conditions and the administration of medication. This is arranged by the Great Oak Assistant Head, commissioned through orchard Hill College medical service.

A central register of trained staff is kept by the HR Officer.

Chair of Committee:

Print name:

Date: