



**Health  
Futures**  
UTC

**Medical Needs Policy  
(Including the Administration of  
Medicines)**

Reviewed and approved: September 2020

Next review date: September 2021

## **HEALTH FUTURES UTC**

### **MEDICAL POLICY**

#### **1. Introduction**

All students have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

Where a student has a disability, the requirements of the Equality Act 2010 will also apply.

Where a student has an identified special need, the SEND Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

The UTC will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition.

All students with a long-term medical condition will be entitled to have an Individual Healthcare Plan.

##### **1.1 Policy aims and principles**

The UTC wishes to ensure that students with medical conditions and specific medication needs receive appropriate care and support at the UTC. We also aim to ensure that students with medical conditions are able to participate fully in all aspects of UTC life.

The principal will accept responsibility in principle for members of the UTC staff giving or supervising students taking prescribed medication during the UTC day where those members of staff have volunteered to do so.

The UTC will treat any medical information about a student as confidential and it will only be shared on a need to know basis to ensure that the student receives the most appropriate care and support during their time at the UTC.

Please note that parents should keep their children at home if acutely unwell or infectious.

Key definitions used within this policy:

- 'Medication' is defined as any prescribed over the counter medicine
- 'Prescription medication' is defined as any drug or device prescribed by a doctor

#### **2. Roles and responsibilities**

The named person responsible for children with medical conditions is the Assistant Principal - Inclusion.

This person is responsible for

- Ensuring staff are informed of medical conditions

- Coordinating training for identified staff
- Developing, monitoring and reviewing Individual Health Care Plans
- Working together with parents, students, healthcare professionals and other external agencies

The Governing Body is responsible for

- Determining the UTC's general policy and ensuring that arrangements are in place to support students with medical conditions.

The Principal is responsible for

- Overseeing the management and provision of support for students with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver Individual Healthcare Plans, including to cover absence and staff turnover
- Ensuring that UTC staff are appropriately insured

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of students they work with, in line with training received and as set out in Individual Healthcare Plans
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable

### **3. External organisations**

We will ensure we liaise with NHS school nurses

- When a student has been identified as having a medical condition which will require support in school (wherever possible this should be done before the child starts at our school)
- To provide support for staff on implementing a student's Individual Healthcare Plan and providing advice with regard to training

### **4. Procedure when notification is received**

When we receive notification of a medical condition the UTC will take the following steps:

- The named person will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided for the student

- Where appropriate, an Individual Healthcare Plan (IHP) will be drawn up by the Inclusion Team (**Appendix A**)
- Where applicable the parent/carer will be asked to complete the UTC Request for the Administration of Medication (**Appendix B**)

## 5. Individual Health Care Plan (IHCP)

- An IHCP will be drawn up for students with a medical condition that is long term and complex
- IHCP's will be easily accessible whilst preserving confidentiality
- It will clarify what needs to be done, when and by whom and include information about the student's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity
- IHCPs will be reviewed annually, or earlier if evidence is provided that a student's needs have changed
- Where a student has an Education, Health and Care Plan (EHCP), the IHCP will be linked to it or become part of it

## 6. Administering Medicines

Written consent from parents must be received before administering any medication to a student at the UTC (**Appendix B**).

Medication must be provided in a secure and labelled container as originally dispensed. Medication will only be accepted if the UTC has received a completed medication administration form (available from the UTC) and each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage (how much and for how long)
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Amount of medication provided – please note that the UTC will only accept a maximum of four weeks supply or until the end of the current term, whichever is sooner

***Medicines which do not meet these criteria will not be administered.***

Medicines will only be accepted for administration if they are:

- Prescribed
- In-date
- Labelled
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container
- Medicines should be stored safely
- Students should know where their medicines are at all times
- Written records will be kept of all medicines administered to students **(Appendix C)**
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

*All students requiring medication should report to the first aid office of the UTC where their medication will be securely stored. Medication will be administered and recorded in accordance with the instructions provided by the parent/carer to the UTC Inclusion Team.*

Where it is appropriate to do so, students will be encouraged to administer/carry their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in the UTC.

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in the UTC will be kept in a locked medicine cabinet.

- Medication will be kept in the First Aid Office
- Students will be informed of where their medicines are at all times and be able to access them immediately (accompanied by authorised UTC staff)

***All medication will be stored securely in line with the above requirements in the First Aid Office.***

Only authorised UTC staff will have access to where medication is stored. Students will not be left unaccompanied where medication is accessible.

## **7. Medication administration outside of the UTC**

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum

- The student or an authorised member of staff will carry the medication. Parents and students will be informed of the process for taking medication whilst on the trip in advance.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate

## 8. Complaints Procedure

An individual wishing to make a complaint about actions regarding the UTC's actions in supporting a child with medical conditions should discuss this with the Assistant Principal - Inclusion in the first instance.

## 9. Monitoring and review

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.

This policy will be reviewed every two years or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

Signed by

\_\_\_\_\_

Chair of Governors

Date: .....



Principal

Date: 7 September 2020

The Governors will review the policy **annually** or as appropriate.

**Appendix A:**

**Individual Healthcare Plan**

Child's name

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name 1

Phone no. (work)

(home)

(mobile)

Name 2

Relationship to child

Phone no. (work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no.


**G.P.**

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips, etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**Appendix B:****Request for the Administration of Medicine**

HFUTC will not store or administer medicines unless this form is completed and signed.

<b>Child's details</b>					
Name of child					
Date of birth					
<b>Family doctor</b>					
Name					
Address					
Telephone number					
<b>Has your child had any of the following immunisations?</b>					
<b>Age Due</b>	<b>Immunisation</b>	<b>Please tick the relevant boxes</b>			
2 months	1 <sup>st</sup> Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenza (Hib), Polio, Men C				
3 months	2 <sup>nd</sup> Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenza (Hib), Polio, Men C				
4 months	3 <sup>rd</sup> Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenza (Hib), Polio, Men C				
12 – 18 months	Measles, Mumps, Rubella (1 <sup>st</sup> MMR) (2 <sup>nd</sup> MMR usually at 3 – 5 years)				
3 – 5 years	Diphtheria, Tetanus, Whooping Cough, Polio Booster				
10 – 14 years	BCG (only for children with identified risks)				
14 years	Diphtheria, Tetanus, Polio Booster				
<b>Does your child suffer from any of the following conditions?</b>					
	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Asthma			Hearing Impairment		
Diabetes			Visual Impairment		
Seizures			Serious Allergic Reaction		
Heart Disorder			Other significant conditions		
<b>If you have ticked yes to any of the above, please give details:</b>					

<b>If your child requires any form of medication during the school day, please give full details below</b>	
<b>Medicine</b>	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Relationship to child	
Address	
Daytime telephone no.	
Medical condition or illness	

I understand that I must deliver the medicine personally to Reception.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to HFUTC staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

