



## MANOR GREEN COLLEGE

### MEDICAL NEEDS POLICY

#### **Rationale**

To meet the health and first aid needs of students attending Manor Green College both on site and during organised off-site activities.

#### **Aim**

To provide students' medical needs whilst ensuring the safety of staff and students.

#### **Procedures**

1. Staff have a common law duty to make sure students are healthy and safe on College premises and this might in exceptional circumstances extend to administering medicines and/or the need to take action in an emergency. Cover for medical needs of students will be provided by a recognised First Aider in the absence of a School Nurse. Manor Green College will provide a minimum of one recognised First Aider and two appointed persons in addition to the qualified School Nurse employed by the Health Authority.
2. All medicine to be kept under lock and key except for emergency medication which should be easily accessible as outlined in WSCC policies – these include asthma inhalers, auto – injectors and emergency epilepsy medication.
3. College staff should not administer medication without completing managing medication training or completing a WSCC competency assessment and receiving appropriate information from parents. All medicines administered will be recorded on the Record of Administration of Medicines form kept in the Medical Room and then signed by the person administering the dosage. If the medication requires a double signatory, a witness must observe the medication being administered before signing and double check the remaining stock balance.
4. School nurse will not administer medication(s) but should be called for advice, information or support with medication queries, or if there are any concerns in relation to administering/ assessing a pupil's need for medication.
5. Analgesics may be administered by staff in loco-parentis. In College these should be administered by the named person or, in her absence, the appointed persons. Parental permission is essential and staff must ensure consent is given before administration. Paracetamol will not be administered before 12pm unless we have confirmation that the child has not had any medication that morning that may contain paracetamol from a parent/ guardian. Parents must be notified of the time and dosage given via the home medication information forms. It is not sufficient to pass information verbally to parents via students.
6. Students who require medicine should be encouraged, where possible, to administer it themselves under supervision.
7. Medicines to be taken in College should be sent in the original bottle/ packet as dispensed and labelled by the pharmacist. For all regular medicines parents/guardians should complete a consent form before the school are able to administer.

8. For those students with specific health care needs, an individual Health Care Plan will be written in consultation with parents, GP and any specialist services.
9. Staff should refer to information in medical records with regard to allergies and appropriate treatment. An updated list of student's needs is kept in each classroom, medical room and office, which is revised when new students are admitted.
10. Students will look after inhalers if they are capable – storage of these inhalers can be in teacher's desk drawer for easy access. In West Sussex children are encouraged to have a duplicate school inhaler. The College has inhaler (bronchodilator/reliever) and a spacer for emergency use only (residential visits and trips). The College keeps a record of asthmatic students and their medication and encourages the use of the National Asthma Campaign information/record cards.
11. It is the College's policy that any concussed student will be referred to an Accident/Emergency Department. Staff will remain with the student in the Accident/Emergency Department until parent/carer arrives.
12. If pupil has an emergency medication protocol (Epi-pen/ Buccal Midazolam), all staff that support the pupil require yearly training from school nurse, in order to administer buccal Midazolam staff are also required to have yearly CPR training and epilepsy training. If scenario arises whereby the member of staff working with/ comes across pupil requiring their emergency medication, they must NOT administer unless their training is in date, it may be necessary to find an alternative member of staff that has in date training or ambulance are to be called.

**Always err on the side of caution and call for an ambulance if deemed necessary.**

Monitoring & Review

This Policy was reviewed by School Nursing Team and will be reviewed annually with all staff. Next Review Spring Term 2020

Dated: 13.3.19

Signed: *John Drury*  
Chair of Governors