TORPOINT COMMUNITY COLLEGE

Inspiring Optimistic Learners

Medical Needs Policy

Reviewed: October 2016	**Next review due:** October 2017
Governing Body Committee: N/A	**CLT contact:** Sue Fowell (DSL)
Policy adopted by the Full Governing Body on: N/A	

1. Policy Statement/Rationale

The College is an inclusive community that aims to support and welcome students with medical conditions.

The College aims to provide all students with all medical conditions the same opportunities as others at College.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

The College ensures all staff understands their duty of care to children and young people in the event of an emergency.

- All staff feels confident in knowing what to do in an emergency.

The College understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

The College understands the importance of medication being taken as prescribed and its safe storage.

The College understands the need to have accurate medical advice which is drawn up in conjunction with the student's parent/carer.

- All staff understand the common medical conditions that affect students at this College and make themselves aware of the medical action plans relating to individual students via SIMs and College 'T' drive.
- Identified staff receive training on the impact medical conditions can have on students.

The College policy has been drawn up in consultation with local key stakeholders:

- College School Nurse, DSL, CLT
- Students with medical conditions
- Parent/carer
- Diabetic nurse
- Business Manager for the College with responsibility for Educational Visits
- Medical Needs Co-ordinator
- Reception staff
- Learning Mentors

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

2. Parents and Students

Students and parents/carers are made aware via:

- Student College Council;
- assemblies;
- the College newsletter/Face book /under website link 'pastoral' or 'information'
- personal, social and health education (PSHE);
- parents/carers of students with medical needs are contacted at the start of the year to review or update their child's medical action plan and policy;
- all parents/carers are required to inform the College on admission, on the enrolment form.

3. College Staff

College staff are informed about the medical conditions policy:

- in the Staff Induction Handbook and process;
- relevant staff at scheduled medical conditions training eg; LMs
- as part of safeguarding training;
- supply and temporary staff are informed of their responsibilities with regards to those students who hold a **medical action plan** via Cover Manager.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this College:

- All staff at this College are aware of the most common serious medical conditions and how to respond in emergency situations:
    - via staff briefing; email updates from medical needs co-ordinator
    - annual training led by nominated First Aiders or School Nurse;
    - in an emergency situation College staff are required under common law duty of care to act like any reasonably prudent parent/carer.

  This may include:

    - administering medication;
    - action for staff to take in an emergency for serious conditions at this College is displayed in prominent locations for all staff / visitors i.e. location of defibrillator, posters on staff notice board and other areas directing to first aider;
    - contacting First Aiders in College;
    - **Nominated First Aiders** are made aware of all Students with **medical action plans** and ensure in case of emergency with external medical support (ie paramedics) that these are passed on.

  The College has clear guidance on the administration of medication at College.

4. a) Administration – Emergency Medication

- All students at this College with medical conditions have **easy access to their emergency medication**.
- Students with medical conditions may need to carry and administer their own medication when their parents/carers and health specialists determine they are able to start taking responsibility for their condition.
- Students may carry their **emergency** medication with them if agreed with parent/carer and the appropriate form is completed, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971.
- This is also the arrangement on any off-site or residential visits.
- Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely or know where their medication is stored and how to access it.

b) Administration – General

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this College.

This College understands the importance of medication being taken as prescribed.

5. Medical Conditions at College Policy

- All staff should be aware that 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 contracted to do so.
- For medication where no specific training is necessary, the nominated adult/ Student/Receptionist may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent/carer.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- Parents/carers at this College should understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the College immediately.
- If a student at this College refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- If a student at this College needs supervision or access to medication during home to College transport, the College will contact Cornwall Council.
- All staff attending off-site visits/trips are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed (see Educational Visits policy).

- If a trained member of staff, who is usually responsible for administering medication, is not available this College makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities (Educational Visits policy).
- Where students receive part of their educational provision off site staff at the host College will receive medical information and be responsible for emergency care.
- If a student misuses medication, their own or another student's, their parents/carers are informed as soon as possible. These students are subject to the College's usual disciplinary procedures.

6. Safe Storage – Emergency and Non-Emergency Medication Protocols

- College medical room will be used to store and administer medication.
- Emergency medication is readily available to students who require it at all times during the College 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.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves:
- Lockable cupboard for medication (Epipens) – with spare keys held with nominated adult Receptionist, SiteTeam, College safe.
- College completes annual audit of safe storage including refrigeration arrangements via College Nurse.
- Sticker on fridge: No student must remove medication without permission of member of staff.
- Students at this College are discouraged from carrying their emergency medication unless negotiated with parents/carers and College.
- There is an identified member of staff who ensures the correct storage of medication at College: via College Nurse Audit.
- The identified members of staff check the expiry dates for all medication stored at College.
- The identified member of staff, along with the parents/carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to College is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for students at this College may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.
- All medication is sent home with students at then end of the academic year.
- Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into College on the first day of the new academic year.

7. Safe Disposal

- Parents/carers at this College are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the academic year, the medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this College are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to College or the student's parent/carer.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8. Enrolment Forms

This College has clear guidance about record keeping.

- Parents/carers at this College are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each academic year. Parents/carers of new students starting at other times during the year are also asked to provide this information on enrolment forms.

9. Healthcare Plans - Drawing up Healthcare Plans

- This College uses a Medical Action Plan to record important details about individual children's medical needs at College, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Medical Action Plan if required.

- A Medical Action Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of students with a long-term medical condition. This is sent:
    - at the start of the academic year;
    - at enrolment;
    - when a diagnosis is first communicated to the College;

- If a student has a short-term medical condition that requires medication during College hours, the College requires a medication form to be complete.

Torpoint Community College – First Aid Trained Staff

Name	Qualification	Expiry Date	Remarks
Student Support			
Fiona Burch	Emergency First Aid at Work	10/07/2018	
Ann Parton	Emergency First Aid at Work	10/07/2018	
Helen Viola	Emergency First Aid at Work	10/07/2018	
Lisa Cowd	Emergency First Aid at Work	10/07/2018	
June Porter	Emergency First Aid at Work	10/07/2018	Outdoor First Aid Expires 14/11/2015
Vanessa Ellis	Emergency First Aid at Work	10/07/2018	Lunchtime Supervisor
Lisa Cowd	Emergency First Aid at Work	10/07/2018	
Sam Lewis	Emergency First Aid at Work	10/07/2018	
Site Team			
Pete Collins	First Aid at Work	12/07/2016	
Admin Team			
Sue Charman	First Aid at Work	28/02/2016	Main Reception
Lynn Trotter	Outdoor First Aid	14/11/2015	Headteacher's PA
Teresa Hodgetts	Emergency at work	17/06/2015	Library
Catering Team			
Tina Crago	First Aid at Work	28/02/2016	
Cleaning Team			
Mary Shearman	Emergency at Work	01/09/2016	
Di Marlowe	Emergency at Work	01/09/2016	
Medical Room			
Jeanette Moyles	First Aid at Work	03/03/2016	Appointed Person 25/04/2015
Iona Davies	First Aid at Work	30/07/2017	
Statcey Matthews	First Aid at Work	30/07/2017	
Dave Lumbard	First Aid at Work	31/01/2016	
PE			
Ben Loughran	Emergency First Aid at Work	10/07/2018	
Geography / History			
Charlotte Lane	Appointed Person	17/06/2015	
Robin Bray	Emergency First Aid at Work	10/07/2018	
DT			
Jane Richmond	Emergency First Aid at Work	11/12/2017	LSQA
Science			
Patricia Smith	Emergency at Work	10/07/2018	
MFL			
Edward Riley	Emergency at Work	27/06/2016	

Music			
Emma Luing	Appointed Person	25/04/2015	
CLT			
Martine Blandin	Appointed Person	25/04/2016	
Ian Smart	Emergency at Work	17/06/2015	