

Hartlepool Aspire Trust

(Catcote Trust & Catcote Futures)

Medical Conditions and Medication Procedure



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Medical Conditions and Medication Procedures**

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Date: Feb 15

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Date: Feb 15

Table of Contents

| | |
|--------------------------------------|---|
| 1 Introduction | 4 |
| 2 Emergency Situations | 4 |
| 3 Administration of Medication | 4 |
| 4 Storage of Medication | 5 |
| 5 Record Keeping | 6 |
| 6 Triggers | 7 |
| 7 Accessibility | 7 |
| 8 Roles and Responsibilities | 7 |
| 9 Records | 7 |
| 10 References | 7 |

1 Introduction

These procedures provide a detailed guidance on applying the Medical Conditions and Medication Policy

2 All classroom staff understand and are trained in what to do in an emergency situation for common and serious medical conditions

- Healthcare and Action plans are used to inform staff of the medical conditions and emergency procedures of our students.
- Relevant staff are aware of the common and serious medical conditions of our students in the Trust
- Staff are aware of the medical conditions of the students in their classes and are trained in what to do in an emergency for the students in their care.
- All staff know the action to take in an emergency, how to contact emergency services and who to contact within the Trust
- The medical information will be sent with the student to the hospital or the information will be communicated to the hospital as soon as possible
- Staff are trained regularly and records are kept detailing this training
- Emergency procedures for common serious conditions are displayed in the nurses room and staff room
- If a student needs to be taken to hospital then a staff member will accompany them until a parent/carer arrives

3 The Trust has a clear guidance on the administration of medication

- The Trust understands the importance of medication being given as prescribed
- Parents must notify the school of any change to any medication immediately
- There is no legal or contractual duty for any member of staff to administer medication or supervise a student taking their medication
- Staff has a duty of care to our students. In an emergency situation staff are required under common law to act like any prudent parent. This can include the administration of medication
- Training is given to staff who agree to administer medication
- All use of medication is done under the supervision of a competent member of staff. The HCA is responsible for ensuring that all necessary medication is administration as required
- In certain circumstance it may be appropriate for medication to be administered by the same gender of staff as student. Staff will be made aware of this
- If a student refuses to take their medication staff must recorded this and inform the parents/carer
- All classroom staff attending off site activities with pupils are aware of the pupils medical conditions and know what to do in an emergency. They are also aware of any other additional support necessary e.g. medication and equipment
- If the member of staff that usually administers the medication is not available then alternative measures will be put in place as directed by the HCA
- If any misuse of any medication happens then the HCA must be informed immediately

4 The Trust has a clear guidance on the safe storage of medication

- The HCA is responsible for the correct storage of all medication in the Trust
- All emergency medication is stored in the appropriate areas of the Trust and staff who administer medication are aware of the storage requirements
- All none emergency medication is stored in the nurses office in a locked cabinet
- Medication is stored in accordance with instructions, paying particular note to special instructions e.g. temperature. Medications that need to be stored in the refrigerator must be stored in a secure area, inaccessible to students
- The medication is only accessible to the staff who are administering the students medication
- All expiry dates are checked when the medication is signed into school and the HCA checks three times throughout the year to ensure that medication has not expired
- All medication that comes into the Trust must be clearly labeled and in original containers, as prescribed by the GP
- All medication is sent home at the end of the school year and is not stored in school over the summer holidays
- It is the parents responsibility to ensure that all medication to be administered at school is brought into school on the first day of the academic year
- Parents are asked to dispose of any medication at the Trust that is not needed or out of date. If parents do not pick up the medication at the end of the school year it is taken to the nearest pharmacy for safe disposal
- Sharps boxes are used for safe disposal of needles these are stored in a locked cupboard. If a sharps box is needed on an offsite activity a specific member of staff is given responsibility for this. Sharp boxes are sent home for safe disposal or given to the school nurse to dispose of

5 The Trust has about record Keeping

- All students attending Catcote Trust will have Healthcare plans to record important details about their needs which will include medical conditions, medication, signs and symptoms to be aware of and any other treatments necessary These will be updated at the start of the school year and at enrolment
- Parents/carers are responsible for completing the student healthcare plan and returning it to school
- The HCA will help to complete the healthcare plan where necessary/requested
- The HCA is responsible for holding the healthcare plans and all staff who work with the students will have sight of the plan and will know how to access it if required
- All Healthcare plans are reviewed and discussed at least once within the academic year
- Ongoing communication is required to keep information up to date for the healthcare plan. For new treatments or medication that is prescribed during the school year

- All parents/carers of students that are on prescribed/emergency medication are asked to provide consent for staff to administer the medication within school
- The Trust ensures that all staff protect student confidentiality and therefore the Trust seeks permission from the parent/carer before sharing any medical information with any other agency
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for a day, overnight or extended school visit. This form requires up to date information regarding medication not normally given in school hours
- Parent/carers of student attending educational visits are required to give written consent for the staff to administer medication when required during the visit
- Relevant staff members take all residential visit forms with them in addition to a copy of the students Healthcare plan
- The Trust keeps a record of the administration of any medication that is given to student's whilst in their care. If the student refuses to take their medication then this is also recorded
- The Trust keeps a list of staff who have agreed to administer medication and have completed the required competencies
- The HCA has details of all medical training that staff have attended

6 The Trust is aware of triggers that can make some medical conditions worse. The Trust actively works towards reducing or eliminating these triggers

- The Trust uses the Healthcare plans to identify the medical conditions of the students. Action plans are then put in place to ensure the triggers are minimised
- The Trust review any medical emergencies and incidents to assess if changes are required to Action plans

7 The Trust is committed to provide a physical environment that is accessible to all our students with medical conditions

- The Trust ensures learning, sporting activities and social events are appropriately adjusted so that students can participate
- Risk assessments are carried out by the Trust prior to any out of school activities. Factors considered include how the routine and emergency medication will be stored and administered and where help can be obtained in case of an emergency

8 All members of the Trust staff are aware of their role and responsibility in maintaining an effective Medical Conditions and Medication Policy

- The policy is issued to all employees as part of their induction and to all parents/carers as part of the transition process.
- All staff involved in the administration of medication will also be issued the policy and procedures as part of the training process

9 Review Period

This procedure shall be reviewed every year and revised if necessary. The document will be approved by Alan Chapman.

10 Definitions / Abbreviations

| Term | Meaning |
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11 Records

These procedures are produced as a result of the following documents:

| Description | Form Number | Retention Period | Storage Location |
|-------------|---------------|------------------|------------------|
| Policy | HAT/POL/HS/09 | | |
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12 References