

Supporting Students with Medical Conditions in Provision

Introduction

We at SWP Training believe that inclusion and equal opportunities for students with medical needs are an entitlement. As a provision, we are responsible for creating the conditions for each student to access their education. As Provision staff, we will consider the required curriculum adjustments, environmental aspects, and desirable social support to minimise barriers for these most vulnerable members of our community. We intend to foster a Provision community that accepts others as they are and values life's diversity, which will be monitored and reviewed as appropriate.

Definition of Medical Needs

During their time with us, students on roll at Provision may be affected by a wide range of medical needs. These needs may include:

- Long-term medical conditions: epilepsy, diabetes, asthma, allergies and dyspraxia
- Diagnosis of Autism, Attention Deficit Condition, Tic disorders (including Tourette's syndrome)
- Operations, road accidents and sports injuries result in a period of recovery.
- Mental Health conditions include symptoms of mood change, anxiety, self-harm, psychosis and eating disorders.
- Conditions due to effects of treatment for diagnosed medical conditions such as steroids, chemotherapy and medication affect performance and behaviour.
- Degenerative conditions where deterioration in eyesight or physical mobility is expected: for example- Duchenne Muscular Dystrophy.

Our Aim

As a provision, we are committed to providing students with medical needs with as much education as their condition allows, with minimal disruption. We emphasise the continuance of the learning process for those students with physical or mental health problems. Student situations vary widely, but they all have the right to education suited to their age, ability, needs and health. Also, to ensure arrangements are in place, parents and students should be given confidence in the provision's ability to provide adequate support for medical conditions.

Objectives

- To establish safe practices and procedures for staff and students.
- To manage the short and long-term medical needs of students in Provision.
- To manage the administration of prescriptive medication.
- To enable students to self-manage their medical conditions where appropriate.
- To maintain clear and agreed protocols for each student with a medical condition.

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- To maintain accurate records.
- Ensure arrangements are in place to give parents and students confidence in Provision's ability to provide effective support for medical conditions.

Long-Term Medical Needs and Healthcare Plan

The Provision needs to know about any medical needs before a student starts provision or when a student develops a condition. Special arrangements may also be necessary for students who attend hospital appointments regularly.

Pupils with conditions such as Asthma, Epilepsy, food allergies and intolerance, i.e. long-term and complex medical conditions, may require ongoing support, medicines or care while in Provision to help them manage their condition and keep them well.

Others may require monitoring and interventions in emergency circumstances. Provision staff will, therefore, ensure that the focus is on each child's needs and how their medical condition impacts their Provision life.

The Provision will draw up a written *Health Care Plan* (see Appendix 3) for such students, involving parents and relevant health professionals. Information will also be gathered from the Provisions Admission Form, Medical History Form, and Case History Information Form. Furthermore, information can be gathered at an interview with parents and students at admission and through contact with parents and other medical professionals by phone, letter, or email.

Administering medication in Provision

When parents request medicines to be administered at the Provision, they should provide complete written information regarding their child's medical condition and the necessary treatment or care. Parents need to fill out a form called *Parental Agreement for Provision to Administer Medicine* and, therefore, give their consent (see Appendix 1). The Provision will endeavour to respect parents' religious or cultural wishes. A *Health Care Plan* will be drawn up by the Provision Nurse where long-term care is required or for acute short periods of a medical condition (see Appendix 3). This will be updated annually or sooner if the need arises.

The parents are responsible for providing medication in its original packaging from the pharmacist, clearly labelled with the child's name and with clear instructions regarding the name of the drug, dosage, and administration.

Staff Responsibility:

Any appropriate member of staff administering medication must:

- Check the student's name and form.

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- Check the written instructions provided by the parents or doctor.
- Check the name and prescribed dose.
- Check the expiry date.
- Complete and sign the appropriate record form, i.e., *A Record of Medicine Administered to an Individual Child in Provision* (see Appendix 2)
- When non-regular, prescribed medication is given at Provision, e.g., inhalers, parents will be informed by home provision book and by email or phone call if appropriate.

Storage and Access to Medication

Medication needed in emergency circumstances, such as asthma inhalers, Buccolam and EpiPens, will be stored in a clear bag in a cupboard in the medical room. The medicine will be in its original packaging and clearly labelled. It will be accompanied by a *Parental Agreement for Provision to Administer Medicine* form (Appendix 1), a record of medication administered form (Appendix 2) and a duplicate of the *Health Care Plan* (appendix 3). Medicines that need to be locked up will be stored in the locked first aid cupboard in the medical room. All medications must be kept in their original packaging. The key to the first aid cupboard is kept in the vital cupboard in the Medical Room with a green keyring labelled First Aid.

Medicines that need to be kept cool will be kept in the refrigerator in an airtight container. All medicines, wherever stored, must be clearly labelled.

The Health Care records will be kept in the locked Filing cabinet, and the key is also kept in the Key cupboard in the medical room with a red key ring marked Care Plans.

Records

The Health Care records will be kept online and a copy with medication. The form called *A Record of Medicine Administered to an Individual Child in Provision* (Appendix 2) will accompany their medicine either stored in the locked first aid cupboard in the medical room or with their asthma inhalers in the pupil's classroom. Each medicine will also be accompanied by a consent form signed by the parent/guardian and a duplicate Health care plan to consult in emergencies.

Quantity

To avoid dangerous quantities of drugs being available, no more than a prescription may be brought in (except for multi-dose inhalers). All medication sent into Provision will be recorded on the "*Record of Medicine Brought in and Out of Provision*" form (see Appendix 4)

Disposal

Provision staff must not dispose of any medicines. These will be sent home for

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parents to dispose of, and the "Record of Medicine Brought in and Out of Provision" form completed, which is kept with their Health Care Plans. (See Appendix 4)

Self-Management

It is good practice to allow students who can self-administer their own medication. Provision will encourage this; however, all medication must be stored in the locked medicine cupboard unless needed in emergency circumstances, e.g., Asthma inhalers.

Emergency procedures

In a medical emergency, the named First Aider should be called. If unavailable, the tutor and supporting staff should be called to attend, and if appropriate, an ambulance should be called (see instructions in Appendix 5). The Provision office must know that an ambulance has been called so a staff member can direct the ambulance on arrival. Suppose a parent /carer does not arrive at Provision in time. In that case, a staff member should accompany the students to the hospital in the ambulance, taking with them the child's medical details and remaining at the hospital until a parent arrives. Staff members should not bring students to the hospital in their cars.

Grab Bag used in Emergency Circumstances:

If the provision must be evacuated, a first aid kit must be in the Grab Bag and kept in the provision medical rooms. It will contain the usual first aid contents, including an emergency salbutamol inhaler. Students must leave the classroom immediately in case of fire and have no time to collect their medication and four foil blankets to keep warm.

Refusing Medication

If a student refuses to take previously agreed medication, Provision staff will not force them to do so. The provision will inform the child's parents as soon as possible. If necessary, the Provision should call the emergency services. It should also be recorded in the *Record of Medicine Administered to an Individual Child in Provision* form (see Appendix 2)

Off-site activities

Students' medical needs will be considered before the student participates in any off-site activity, and special arrangements will be made if necessary. This is particularly important before residential stays. Medicines will be signed out and returned to the Provision by the agreed staff member.

Sporting Activities

Any restrictions on a student's ability to participate in physical activities should be included in their health care plan.

Some students will need to take precautionary measures before or during

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exercise and/or need to be allowed immediate access to their medication, e.g., Inhalers. Tutors supervising activities should be aware of relevant medical conditions and emergency procedures.

Training

Staff and management are trained in first aid, which is updated every three years. First Aiders will also be trained and updated annually if specific needs arise, such as "Epipen" or "Buccal Midazolam." Management will be responsible for ensuring sufficient staff are suitably trained, with input from the part-time Provision nurse.

Reference:

Supporting Pupils within Provisions with Medical Conditions - Dec 2015

Equality Act 2010; Children and Families Act - 2014

Keeping Children Safe in Education – Sept 2024

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Appendix 1: Parental Agreement for Provision to Administer Medicine.

****The Provision will not give your child medicine unless you complete this form.**

Name of Provision

Name of child

Date of birth

Year

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and Method

Timing

Special precautions/other
instructions

Are there any side effects the
Provision/setting needs to know about?

Self-administration – Y/N

Procedures to take in an emergency

****NB: Medicines must be in the original container as dispensed by the pharmacy**

Contact Details

Name

Daytime telephone no.

Relationship to Child

Address

I understand that I must deliver the
medicine

To agreed member of staff

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

Parent Signature(s): _____

Date: _____



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Appendix 2: Record of Medicine Administered to an Individual Child in Provision

Name of	
Provision/setting	
Name of child	
Date medicine provided by parent	
Year	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff Signature _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Appendix 3: Health Care Plan

Name of Provision/setting	
Child's name	
School Year	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
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 Provision?	
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Describe medical needs and give details of the 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 pupil's educational, social and emotional needs

Arrangements for Provision 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 completed by:

Date:

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Appendix 4

RECORD OF MEDICATION BROUGHT IN AND OUT OF PROVISION

Child's Name.....

Date of Birth.....

Date of receipt	Name and strength of medicine	Quantity received	Suitable for use? e.g. in date, labelled for the right person, the right medicine	Expiry date	Signature of staff receiving medication	Date expired or used up	Date returned to child/ carer	Quantity returned	Signature and date of return/ expiry/ used up

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APPENDIX 5

Contacting Emergency

Dial **999**

Services on 999 Request for an Ambulance

Ask for an ambulance (Paramedic) and be ready with the following information.
Remain calm and speak clearly.

1. Our telephone number: 07900969421
2. Our location: **SWP Training Wellbeing Centre, Rear of 18-20 Diamond Avenue, Kirkby in Ashfield**
3. Postcode: **NG17 7BB**
4. Give your name.
5. Child's name and brief description of symptoms, action taken and time.
6. Inform Ambulance Control of the best entrance to Provision and let the Provision Office know the Ambulance has been called.
7. The ambulance can also be contacted at 112 telephone numbers.