



Medical Policy

This policy was updated: **November 2018**

This policy will be reviewed: **November 2019**

Statutory policy? **No**

Source: **Alternative Provision**

Introduction

1. Our aim is to ensure that all students with medical conditions, in terms of both physical and mental health are properly supported so that they can play a full and active role at Nulogic's alternative provisions, remain healthy and achieve their academic potential.

1.1 We recognise that students may require on-going support, medicines or care while in our supervision to help them manage their condition and keep themselves well.

1.2 Nulogic Training fully consider advice from healthcare professionals and listen to and value the views of parents and students. We recognise the social and emotional implications associated with medical conditions and will support our students and families to achieve the best outcomes possible.

1.3 Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may have special educational needs (SEN) and may have a Statement, or Education, Health and care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

1.4 The Head of Provision, directors and staff of Nulogic wish to ensure that the students with medication needs receive appropriate care and support in order to play a full and active part in their school life.

Roles and Responsibilities

2.1 The Head of Provision - ensures that the Nulogic's medical policy is developed and effectively implemented. That staff are aware of the policy and understand their role in its implementation.

2.2 The Head of Provision will make sure that staff are appropriately insured and are aware that they are insured to support students in this way.

Staff

2.3 Any member of Nulogic staff may be asked to provide support for students with medical conditions, including the administering of medicines, although they cannot be required to do so.

2.4 Staff undertaking medical duties will receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on responsibility to support children with medical needs.

2.5 Staff should not give prescription medicines or undertake healthcare procedures without appropriate training.

2.6 The Head of Provision will be responsible for arranging staff training and ensuring that all relevant staff are made aware of the student's medical condition.

2.7 The School who refers students to Nulogic will hold responsibility in writing healthcare plans.

Students

2.9 Students are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging students who are competent managing their own medicines and procedures as reflected in their health care plans

Parents

2.10 Parents should work in partnership with the school, Nulogic and health care professionals to develop and review the health care plan.

2.11 Parents should carry out any actions identified on their child's health care plan and/or medical requirements e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

2.12 Parents will ensure they adhere to the following Nulogics guidelines:

- Provide complete written and signed instructions for any prescribed medication as without this Nulogic cannot administer them
- Keep their children at home if acutely unwell or infectious for the recommended period of time
- Provide reasonable quantities of medication at a time (for example, a maximum of four weeks supply at any one time)
- Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.

Deliver each item of medication to the head of provision in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

Students Name
Name of medication
Dosage
Frequency of administration
Date of dispensing
Storage requirements (if important)
Expiry date

Notify the Nulogic and the school in writing if the student's need for medication has ceased.

2.13 Abide by the rule that Nulogic cannot administer any medicines that have not been prescribed by a Doctor.

Training

3.1 Whole staff awareness training regarding supporting children's medical needs will be carried out at the beginning of each term.

3.2 New members of staff and volunteers will have this training as part of their induction package.

Procedures for managing medicines

4.1 Medicines should only be administered at Nulogic when it would be detrimental to a child's health or school attendance not to do so.

4.2 A child under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor.

4.3 Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

4.4 All medicines must be prescribed by a Doctor and in the original container. They must be in date, labelled with the student's name, instructions for administration, dosage and storage.

4.5 All medicines will be stored safely. Students and staff will know where their medicines are kept and must be able to access them immediately. Healthcare plans, medicines and equipment will accompany students on all trips.

4.6 Staff may administer a controlled drug to the student whom it has been prescribed by a doctor. A record will be kept and instructions will be followed.

4.7 Medicines no longer required will be returned to parents to arrange for safe disposal. Sharps boxes are available in the medical room for the safe disposal of needles.

4.8 If a student refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

Unacceptable practice

5.1 Nulogic follows Department for Education guidelines which state schools must make explicit the following *unacceptable practices*:

- Preventing student's from accessing their medication
- Assuming every student with the same condition requires the same treatment
- Ignoring views of the student and parent (although this may be challenged)
- Sending students with medical conditions home frequently or preventing them from participating in normal activities, unless this is specified in the health care plans If the student becomes ill, sending them to a room unaccompanied or with someone unsuitable
- Penalising students for their attendance record if absences are related to their medical condition e.g. hospital appointments
- Preventing students from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition effectively
- Preventing students from participating in any aspect of their education.

Complaints Procedure

6.1 Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with Nulogic

6.2 If for ever reason this does not resolve the issue a complaint should be made via the Nulogic's complaint procedure. Please check Nulogic's website for the procedure.

This Policy will be reviewed annually.