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Supporting Students with Medical Needs Policy

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Policy for Supporting Students with Medical Needs

UNCRC: Article 3: 'The best interests of the child must be a top priority in all actions concerning children.'

It is the aim of the College to provide a safe and healthy environment for all its students and in particular, to support students with medical needs as far as is reasonably practicable, so that they can maintain regular attendance and engage in the full range of college activities and experiences.

Supporting students with medical needs raises a number of practical issues and the College's policy on these is detailed below:

1. Responsibility

- 1.1 The Principal accepts responsibility, in principle and subject to the procedures outlined below, for College staff giving, or supervising children taking, prescribed medication during the College Day.
- 1.2 Staff who administer or supervise the taking of medication are only required to do so on a voluntary basis.
- 1.3 In some circumstances, it may only be possible to administer medication once staff, who are willing to assist, have received appropriate training. In such cases the College will agree to administer the medication only once the training has been completed satisfactorily.

2. Prescribed Medication

- 2.1 The College recommends that wherever possible; parents request of their doctor or dentist that dose frequencies be prescribed in such a way that medication only needs to be taken outside of college hours.
- 2.2 In situations where this is not possible, then the College is willing to assist with administering prescription medicine in college. In this situation the College will ask the parent/guardian to complete a form which gives written information on the medication, the prescribed doses and the time and frequency of administration (**FORM 2**).
- 2.3 A member of staff will be responsible for administering, or for supervising the child taking, the prescribed medicine and a record will be kept in College of each occasion on which a dose is given (**FORM 3**).
- 2.4 No pupil under the age of 16 will be given medication in College without his or her parent's/carer's consent.
- 2.5 Following a change of Government Policy the College is now able to stock an Emergency Asthma kit (stored in the medical room) containing a salbutamol metered dose inhaler; for students who have asthma or who have been prescribed a reliever inhaler. The kit will only be used in an emergency situation if a student is clearly demonstrating symptoms of asthma and requires immediate treatment.
- 2.6 The emergency asthma inhaler kit should include:
 - a salbutamol metered dose inhaler;
 - at least two single-use plastic spacers compatible with the inhaler;
 - instructions on using the inhaler and spacer/plastic chamber;
 - instructions on cleaning and storing the inhaler;
 - manufacturer's information;
 - a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;

- a note of the arrangements for replacing the inhaler and spacers
- guidance on the use of emergency salbutamol inhalers in Colleges
- a list of children permitted to use the emergency inhaler (see section 4) as detailed in their individual healthcare plans;
- a record of administration (i.e. when the inhaler has been used).

2. Non-Prescription Medication

- 2.1 The College has a Paracetamol Policy, and the medication can be given with consent from the parents if they require it for headaches, period pains etc. A stock of paracetamol will always be available in the Medical Room. Overstock of paracetamol will be kept in a locked medical cabinet situated on the Ground Floor First Aid Lead office.
- 2.1 A member of staff will be responsible for supervising the child taking the medication when required and a record will be kept in College of each occasion on which such medication is used.
- 2.2 Paracetamol will be given after 12:00 to eliminate the risk of overdose for students taking it prior to them arriving at school. Exceptions can occur, if so, parents will be contacted for permission to administer.
- 2.3 Where students bring in their own non-prescription medication, it is the responsibility of the student to manage this. The College takes no liability for non-prescription medication not supplied by us.

3. Safe-Keeping of Medicines

- 3.1 It is the policy of the College that all medicines (whether prescription or non-prescription and whether to be administered by staff or by the pupil himself/herself) should be brought to the College office at the beginning of the College day. Arrangements will be made for the safe keeping of the medicine(s) until they are needed. Prescription or Non-prescription drugs; student specific will be kept in the locked medical cabinet located in Student Reception – identified as a red cabinet with the national first aid + symbol. Overstock of either prescription or non-prescription drugs will be kept in the ground floor head of year office, behind a locked cupboard. Access to this cupboard (Key Holders) are Jack Clements and Katherine Chard, in the absence of Jack Clements and the need to distribute medication, Sarah Banbury will hold the key.
- 3.2 The exception to 3(1) above is when a pupil who suffers from asthma has been provided with a reliever inhaler or a pupil who has been provided with an “EpiPen” to treat anaphylaxis. In this circumstance then the College recommends the following:
- a. It is the policy of the College to allow older students, who are able to use a reliever inhaler by themselves when needed, to take personal responsibility for their inhaler whilst in college, i.e. they may carry their inhaler with them at all times. Once again, it is helpful if a parent can supply the College with a spare, clearly labelled, inhaler which will be kept in the Medical Room for use should their child's inhaler go missing, be left at home or should it run out during the College day.
 - b. Students who carry their own inhalers should take them with them to physical education lessons, sporting activities and on College trips. With regards to P.E. and sport, inhalers (clearly labelled with the pupil's name) should be handed to the teacher for safety during the lesson. They will then be kept in a container and made available for use at any time during the lesson.
 - c. Students who have been prescribed with an Auto Injector must always carry a minimum of one pen with them. The college holds an Emergency Auto Injector (Formally EpiPen) The emergency Auto Injector kit has a list of students who may require this.
- 3.3 Students are not allowed, of course to take any medication which has been prescribed for another student and this applies also to the use of another student's inhaler, since there is always a risk of adverse side effects.

4. Long Term Medical Needs

- 4.1 It is the policy of the College to support any of its students with long term medical needs as fully as possible within the limits of its resources of time and staffing.
- a. The College therefore needs to be informed about any long-term medical needs before a child starts College or when a pupil develops a condition. All parents are required to complete a medical questionnaire for their child on entry to the College.
 - b. Parents are asked to keep the College fully informed of their child's long-term medical needs. In such cases, a written health care plan will be drawn up, in discussion with parents. The health care plan will include:
 - details of the child's condition;
 - special requirements, e.g. dietary needs, pre-activity precautions;
 - medication prescribed and any possible side effects;
 - what to do and who to contact in an emergency;
 - the role the College can play.
 - Medical evidence provided by consultant led practitioners.
- 4.2 This written agreement between College and parents will clarify for staff, parents and the student the help that the College can provide and receive. Others who may be involved in the drawing up of a health care plan may, dependent on the nature of the case, include appropriate staff members within College and the child's GP or other health care professionals. **(FORM 1)**
- 4.3 Parents are required to sign a consent form following the completion of the plan, detailing the sharing of the students care plan. **(FORM 4)**
- 4.4 Should a medical form state a child should be removed from education without consultant led advise, this absence will be counted as unauthorised.

5. Staff Training

- 5.1 Where appropriate and feasible, staff, who volunteer to administer medication will be provided with training led by EduCare (Administration of Medication).
- 5.2 A record of any training which has been satisfactorily completed by a staff member will be kept within College, held by Jack Clements in the Medical Cabinet in K029.

6. Informing Staff of Medical Needs of Individual Students

- 6.1 It is the policy of the College to fully inform appropriate staff of the medical needs of children in their care. In this way, teachers who have students with medical needs in their class are able to understand the nature of the condition, and when and where the pupil may need extra attention.
- 6.2 Staff are required to treat the above information with the utmost confidentiality.

7. Children who are Acutely Unwell

- 7.1 Parents are advised to keep their children at home when they are acutely unwell. In cases where a child begins to feel very unwell whilst in College then every effort will be made to contact the parents so that, if appropriate, the child can be collected and taken home.

8. Infectious Diseases

- 8.1 Parents are advised that, for certain infectious diseases, a child must be kept away from College until the disease is no longer contagious. In cases where a child is taken ill with an infectious disease, the College has a responsibility to ensure that the child is taken home and/or not brought in until the infectious phase has passed. The College will also inform other parents if any child has been diagnosed with an infectious disease.
- 8.2 In cases of doubt, the parents are asked to seek advice from their GP before sending a child to College.
- 8.3 Further advice can be obtained from: <http://www.hpa.org.uk> "Guidance on infection control in Colleges and other childcare settings."

9. Storing Medication in College

- 9.1 It is the policy of the College to minimise, as far as possible, the storage of medication within College. Where possible, parents are requested to send in the required dosage on a daily basis.
- 9.2 All medicines should be labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container.
- 9.3 Non health care staff must never transfer medicines from their original containers.
- 9.4 All medicines brought to College must be given to the Student Reception/First Aider (labelled as above) and accompanied by a completed medication form – **(Form 2)** who will place them in locked storage until required. The Student Receptionist / First Aider will keep the key for the medicine cabinet. Jack Clements holds a spare key for this cabinet.
- 9.5 The student will usually be required to report to the Medical Room when a dose of medicine is due/required.
- 9.6 Medicines which require refrigeration will be kept in an airtight container (clearly labelled) in a refrigerator to which access is restricted.

10. Disposal of Medicines

- 10.1 Parents are asked to collect all medicines held at College when they are no longer required or have exceeded their expiry date.
- 10.2 Parents are responsible for the disposal of date-expired medicines.
- 10.3 Where parents do not collect out of date medication, this will be disposed of at the nearest pharmacy.

11. College Trips

- 11.1 It is the policy of the College to encourage students with medical needs to participate as fully as possible in College activities, including College trips.
- 11.2 To ensure that supervising staff are fully aware of the medical needs of any pupil(s) who are participating in a college trip (including details of medication, dietary matters and emergency procedures where relevant) parents are asked to complete a medical questionnaire for any trip giving details of the above. This form is taken on the trip by the supervising member(s) of staff so that any relevant information is immediately to hand, should the need arise.

12. Sporting Activities

- 12.1 It is the policy of the College to encourage students with medical needs to participate as fully as possible in sporting activities within College.
- 12.2 Any restrictions on a student's ability to participate in PE will be included in the student's health care plan.
- 12.3 Relevant information regarding a student's medical needs will be given to the teachers supervising sporting activities so that they are fully aware of the situation.

13. Emergency Procedures

- 13.1 The qualified first aider(s) on the College staff are responsible for carrying out emergency procedures.
- 13.2 All staff must be familiar with the procedure for calling the emergency services, which is detailed below:

Request for an Ambulance

- a. Dial 999 and ask for an ambulance;
- b. Give the College / mobile telephone number;
- c. Give your location as clearly as possible; (College address if on the College premises)
- d. Give the location of the patient within the College (if on the College premises);
- e. Give your name;
- f. Give brief description of patient's symptoms;
- g. Inform Ambulance Control of the best entrance to the College (if on the College premises);