

# MEDICAL NEEDS AND MEDICINES POLICY



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***Appendices are available for download in Word format on the OCL Policy Portal***

## 1. At a Glance

This Medical Needs and Medicines Policy informs the processing of managing and organising medicines and medical needs. Managing medical needs and medicines is essential in ensuring we are compassionate and recognise the needs of our students in being able to fully participate in Academy learning.

In setting a policy for medical needs and medicines, the Oasis vision is important. Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

## 2. Checklist

- We approach managing medical needs and medicines by underpinning the the Oasis Ethos and 9 Habits
- We will create and maintain healthy, open relationships to ensure we treat people equally and will intentionally focus on being patient, honest, humble and forgiving.
- We will work with parents and students with regards to their medical needs to ensure we are compassionate and fully inclusive
- We will manage the legal and DfE guidance aspects of Medical Needs and Medicines to ensure our policy and procedures are compliant
- We will set out Oasis Community Learning's requirements for managing medical needs and medicines;
- We will make clear the aims and objectives that underpin how we manage medical needs and medicines;
- We will give guidance and support on the safe and responsible management of medical needs and medicines;
- We will ensure the roles and responsibilities for those involved in managing medical needs and administering medicines are assigned and managed;
- We will ensure training is provided to facilitate the management of medical needs and medicines.



### 3. In Brief

This policy aims:

- to set out Oasis Community Learning's requirements for managing medical needs and medicines;
- to make clear the aims and objectives that underpin how we manage medical needs and medicines;
- to set out procedures to ensure the safe and responsible management of medical needs and administration of medicines;
- to provide a summary of the roles and responsibilities for those involved in managing medicines; and
- to supply the documents to be used in managing medical needs and administering medicines.

### 4. Policy Statement

OCL believes that ensuring the health and welfare of staff, students and visitors is essential to the success of its Academies:

We are committed to:

- Ensuring that students with medical needs are properly supported so that they have full access to education, including Academy trips and physical education.
- Ensuring that no student is excluded unreasonably from any Academy activity because of his/her medical needs.
- Ensuring the needs of the individual are considered.
- Providing specialist training for staff.
- Ensuring students and parents are confident in the Academy's ability to provide effective support to their child.
- Ensuring procedures for supporting students with medical needs are in place and reviewed at least annually.

We will:

- Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all Individual Health Care Plans (IHCPs) including in contingency and emergency situations.
- Ensure that every Academy is appropriately insured and that staff are aware that they are insured to provide first aid and other medical support to students.

## 5. Responsibilities

This Policy is for anyone, at any level, who has any involvement in managing medical needs and medicines.

### 5.1 Principals

Principals are responsible for ensuring:

- all staff, including supply staff, are aware of the policy and arrangements for supporting students with medical needs;
- all relevant staff are aware and briefed of student medical conditions
- all supply staff are fully aware and briefed of student medical conditions when they are assigned to a class or year group
- arrangements are in place in the event of staff absences/turnover to ensure that suitable cover is always available at the Academy
- students with medical conditions are identified and properly supported in the Academy
- staff who are implementing a student's Individual Health Care Plan are supported
- co-ordinating meetings to discuss students medical support needs and providing support to the student
- developing IHCP in partnership with key Academy staff, student, parent/guardian, relevant healthcare professional and any other medical/health clinician as necessary
- IHCP's are written once content is agreed
- IHCP's are readily available to staff for quick reference, whilst preserving confidentiality
- medical and Individual Health Care Plans for students with medical conditions are monitored
- communicating information on medical and Individual Health Care Plans for students with medical conditions
- working with the parents to ensure suitable arrangements are in place if a student discloses a previously unreported medical condition
- training needs are assessed and there are sufficient trained personnel available at all times to support the medical and healthcare needs of students in the Academy;
- suitable and sufficient training is provided to enable staff to administer medication and support where required
- arranging whole-Academy awareness training on supporting students with medical conditions as required
- the continued professional development of staff to enable them to fully support students
- arrangements are in place for dealing with an emergency including contacting the emergency services and requesting an ambulance

## 5.2 Parents

To assist the Academy in its fulfilment of the policy, parents are required to:

- complete the medical information form to provide the Academy with sufficient information about their child's medical needs and providing updates as necessary;
- be involved in the development and drafting of Individual Health Care Plans
- provide the required medication and equipment, including spares where appropriate;
- ensure that they or another nominated adult are contactable at all times

## 5.3 Students

To assist the Academy in its fulfilment of the policy, students are encouraged to:

- be fully involved in discussions about their condition and how it affects them
- contribute as much as possible to the development of their Individual Health Care Plan

## 5.4 Academy Staff

Any member of Academy staff may be required to provide support to students with medical conditions. Staff are therefore required to:

- take into account the needs of students with medical conditions
- know what to do and who to speak to if someone becomes unwell or needs assistance
- if required, and having received the appropriate training, administer medication or support to students
- attend training sessions as required to support students with medical needs
- be aware at all times of the students in their care who have known medical conditions
- notify the Principal if a student discloses a previously unreported medical condition

## 5.5 School Nurses

School nurses deliver both universal and targeted services and work across education and health. They provide the link between the Academy, home and the community.

School Nurses do not normally have an extensive role within Academies; however, they can assist with the following:

- advice on the appropriate support required

- provide support and liaison with outside agencies

### **5.6 Healthcare Professionals**

Health Care professionals are responsible for notifying the Academy when a child has been diagnosed with a condition that requires support in Academy. Specialist local Health Care teams may be able to provide support with students who are diagnosed with conditions such as Diabetes, Epilepsy etc.

Further advice on the roles of Local Authorities, Clinical Commissioning Groups, Providers of Health Services and Ofsted can be found on the following link:

<https://www.gov.uk/government/publications/supporting-pupils-at-Academy-with-medical-conditions--3>

## **6. Individual Health Care Plans (IHCPs)**

Principals will ensure individual healthcare plans are developed by designated members of staff, parents/carers and any other necessary healthcare professionals including the School Nurse where available. Students should also be involved whenever appropriate.

IHCPs provide clarity to the Academy on what needs to be done for students with medical conditions and by whom.

IHCPs are prepared to help identify the necessary measures to support pupils with medical needs and ensure that they are not put at risk.

IHCPs are often issued in cases where emergency intervention is required, for medical conditions that require daily management, are complex and long-term or for medical conditions which fluctuate.

Not all children require an IHCP and it is for the parents, the students (where able), Academy and Health Care Professionals to decide if an IHCP is necessary. Students with the same medical condition do not necessarily require the same treatment. Where treatment differs from the norm an IHCP should be written to support that student. (See Form 3 - OCL Process for developing IHCPs).

Some students have medical conditions that, if not properly managed, could limit their access to education.

Conditions include but are not limited to:

- Epilepsy
- Asthma
- Severe allergies which may result in anaphylactic shock
- Diabetes

Most students with special medical needs are able to attend their Academy regularly. Academies will provide support to enable them to take part in all activities unless evidence from a Clinician or GP states this is not possible.

Each Academy will consider what reasonable adjustments it might make to enable students with special medical needs to participate fully and safely on Academy visits. A risk assessment for each trip will take into account any additional steps needed to ensure that students with special medical conditions are fully included.

Academies will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of Academy life. However, Academy staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

The Principal will ensure procedures are in place to manage transition from one Academy to another or on reintegration. Arrangements for support should be in place before the student starts. For students newly diagnosed with a medical condition, every effort should be made to ensure that arrangements are in place within two weeks. Finalisation and implementation of the IHCP rests with the Academy.

The Academy should ensure that when completing Individual Health Care Plans the following information is considered and recorded:

1. The medical condition and any special educational need
2. Triggers, signs and symptoms
3. Allergies
4. Treatment required
5. Emergency arrangements
  - a) *Who to contact*
  - b) *Contingency arrangements*
  - c) *Personal Emergency Evacuation Plan (PEEP) required*
6. Resulting needs of the student
  - a) *Medication (dosage, effects and storage, use of emergency inhaler)*
  - b) *Other treatments*
  - c) *Time requirement for student recovery or to recoup*
  - d) *Requirement for any additional facilities*
  - e) *Requirement for any additional equipment*
  - f) *Access to food/drink where this is used to manage their condition*
  - g) *Use of toileting facilities*
  - h) *Dietary requirements*
  - i) *Environmental (mobility/crowded areas/corridors)*
7. Provision of support (by whom)
  - a) *Their training needs*

- b) *Expectations of their role*
  - c) *Confirmation of proficiency by a health care professional*
  - d) *Cover if they are sick or absent*
8. Who in the Academy needs to be aware of their condition
  9. Arrangements and permission from parents for administration of medication
  10. Arrangements for Academy trips/ out of Academy activities
  11. Confidentiality issues – designated individuals to be entrusted with information

All IHCPs should be reviewed **annually** or sooner if there are any changes.

The Academy must ensure they have robust procedures in place to ensure that all staff, where required, have access to and are aware of the medical conditions, treatment and presenting symptoms of students in their care with medical conditions.

## **7. Supporting Students with Medical Conditions on Educational Trips and Visits**

Students with medical needs should not be excluded from educational visits of any type unless evidence from a Clinician states participation is not possible.

Teachers organising and leading on Academy trips must be aware how a student's medical condition might impact their participation. The trip leader must consider what reasonable adjustments can be made to enable the student to participate fully and safely.

Students with medical needs should be included on the educational visit risk assessment and where it is considered appropriate, a separate risk assessment should be written to document specific arrangements, hazards, risks and the controls implemented.

Academies are required to carry spares of emergency medication on all Academy trips. This is especially important on residential Academy visits.

## **8. Staff Training**

All those involved in the administration of medicines should receive suitable instruction, information and training. This will include basic administration of medicines training as well as any specialist training set out in the IHCP. A first aid certificate does not constitute appropriate training in supporting students with medical needs.

The type and training required to support students with specific medical needs will vary and is usually determined during the development of the IHCP.

In cases where care plans are already in place and additional training is required, the Principal will be responsible for arranging the necessary training.

## 9. Managing Medicines on Academy Premises

### 9.1 Storage and Access

Each Academy must designate a safe, lockable place to store students medication and allocate a member of staff to control access. Where medication is stored, this should be manned at all times to allow for access when required.

Students should be aware of the location of their medication at all times, and where necessary, be able to access their medication immediately.

Medication and devices such as asthma inhalers, blood glucose meters and adrenaline auto-injectors should always be readily available and **not locked away**. If students with asthma or students at risk of anaphylaxis, are able to manage their condition, they should be encouraged to carry their inhalers and auto-injectors. Spares of emergency medication should be readily available for use in case of loss or failure of the required device. Further information about emergency asthma pumps can be found in section 11.7. Please refer to OCL's 'How To Manage Allergies' document for further information.

Medication out of date or no longer required should be returned to the parents for safe disposal. Parents should be advised that medication not collected with 1 month will be disposed of by the Academy.

Medication not collected thereafter will be returned to the Academy's local pharmacy for safe controlled disposal. Sharps boxes should be used for disposal of needles and other sharps. Medication should not be disposed of in the general rubbish.

### 9.2 Administration of Medication

Medication should only be administered at the Academy when it would be detrimental to a student's health or Academy attendance not to do so.

Where the academy becomes aware of a parent or child's refusal to follow medical advice or administer medication this should be reviewed by the DSL with a mind to any safeguarding concerns around neglect.

Prescribed or non-prescribed/over the counter (OTC) medicine should never be given to a child under 16 without the consent of their parents (see Form 4). Only in exceptional circumstances for e.g. where the medicine has been prescribed to the

child without the knowledge of the parents (for e.g. contraceptive pill). In cases such as this, every effort should be made to encourage the child or young person to involve their parents, whilst respecting their right to confidentiality.

Where possible and considered appropriate to do so, students should be allowed to carry their own medicines and relevant devices for self-medication. Students who self-manage and administer their own medication may require an appropriate level of supervision. If not appropriate, relevant staff should assist with administration and manage procedures for them.

If a child refuses to take medication, staff should not force them to do so, but refer to the Individual Health Care Plan if they have one and contact the parents/carers so alternative options can be agreed.

Children under 16 should not be given medicine containing Aspirin, unless prescribed by a doctor. Children under 12 should not be given Ibuprofen unless prescribed by a doctor.

Medication should only be accepted into the Academy if:

- Medication is in date
- In its original container/box/bottle as dispensed by the pharmacist
- Named
- Includes instructions for administration, dosage and storage
- You have written consent (Form 4)

The exception to this is Insulin, which must still be in date, although unlikely to be in its original container, but contained within an insulin pen or pump.

An 'Instruction for administration of medication during seizures' template is available in Appendix 8 Form 7

An 'Epileptic Seizure Chart' template is available in Appendix 9 Form 8

### ***9.3 Stock Medication***

Academies are not permitted to hold stock medication (medication purchased and held by the Academy, such as paracetamol, ibuprofen and antihistamines) for dispensing to students as required. Under no circumstances must staff administer or give students pain relief unless the medication has been provided and consent has been received by the parents. The only exception to this is where an Academy employ staff such as a nurse practitioner who are licenced to dispense medication without prescription or permission from a parent.

### ***9.4 Short term, non-prescribed over the counter medication***

Where medication or treatment is not part of a long-term medical condition, but is only required for a finite period, for example the completion of a course of

antibiotics, or for pain relief, the student's parents/carers will be required to sign a Parental Consent for the administration of medication (Form 5).

Non-prescription/ over the counter medication does not need a GP signature/ authorisation in order for it to be administered. To enable access to those medications without a prescription the Medicines and Healthcare products Regulatory Agency (MHRA) classify medication as over the counter (OTC), based on its safety profile. Non-prescription and OTC medication can be administered, as long as parental consent has been received.

Non-prescription medication for e.g. pain relief should never be administered without first checking maximum dosages and when the previous dose was taken.

Staff should be trained to administer both prescription and non-prescription medication. A written record should be kept every time medication is administered and the parents must be notified as soon as practicable but always the same day the medication has been taken. Should those administering medication be concerned about the amount of medication being requested, or are aware of any other risk factors, a member of the Academy leadership team should be notified as well as the parents.

Where a recurrent request for OTC medication is made by a parent that seems uncalled for or excessive, this must be reviewed by the DSL with a mind for any safeguarding implications including fabricated illness.

### *9.5 Controlled Medication*

Students prescribed with a controlled drug may legally have it in their possession if they are considered competent by the Academy to do so. Passing that medication however, to another student is an offence. It is therefore OCL Policy that all controlled medication is secured on site in a secure non-portable container, with named staff given access. When administering controlled medication in Academy or on Academy trips, two staff must be in attendance. One member of staff to administer, the other countersigning and confirming what medication has been given, when and by whom. Controlled Medication on Academy trips should be held securely by the First Aider.

Staff may administer a controlled drug to the child for whom it is prescribed. All controlled medication should be administered by staff in accordance with prescribed instructions. Records should be kept of any doses used and the amount of drug held. Academies should count-in and count-out controlled medication. This list should be updated each time medication is taken or administered. (See Form 6: Record of regular medicine administered to an individual student). Parents should be notified when a controlled drug has been administered (Form 9)

## 9.6 Complementary Medicines

Due to their active ingredients, complementary medicines cannot be administered by staff unless they are trained to do so.

## 9.7 Emergency Salbutamol Inhalers

Emergency Salbutamol inhalers should only be used by children diagnosed with Asthma, been prescribed an inhaler, and parental consent has been received. The emergency inhaler is for use when the students own prescribed inhaler is not available, or not working

Emergency inhaler kits should include as a minimum:

- A Salbutamol metered dose inhaler
- At least two single-use plastic spacers compatible with the inhaler
- Instructions on using the inhaler and the spacer/chamber
- Instructions on cleaning and storing the inhaler
- Manufacturers information
- A checklist record of inhalers batch numbers and expiry date
- Arrangements for replacing the inhaler
- List of children permitted to use the inhaler
- Record of Salbutamol administered

Arrangements for storage and care of the emergency inhaler should be followed to ensure the inhaler is in working order, always ready for use and accessible.

The Academy must ensure:

1. Spacers and inhaler are checked regularly and noted to be present and in working order
2. Replacements inhalers and spacers are obtained when expiry dates of existing inhalers approach
3. They hold a register of students diagnosed with asthma (copies to be held with the emergency inhaler)
4. Have written parental consent for use of the emergency inhaler
5. Ensure staff are aware that only students where consent have been received can use the emergency inhaler
6. The Academy have appropriate support and training for staff in the use of the emergency inhaler
7. Staff keep a record of the use of the emergency inhaler
8. Parents are notified when the inhaler is used
9. Two staff are responsible for ensuring the above is followed

To minimize cross-infection, spacers should only be used once. The inhaler can be re-used if cleaned. Inhalers cannot be re-used if they come into contact with blood and must be disposed of immediately.



Further guidance on emergency inhalers can be found here:  
<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-Academys>

## 10. Records

Medication should only be accepted into the Academy if:

- Medication is in date
- In its original container/box/bottle as dispensed by the pharmacist
- Named
- Includes instructions for administration, dosage and storage
- You have consent (Form 5)

The exception to this is Insulin, which must still be in date, although unlikely to be in its original container, but contained within an insulin pen or pump.

### 10.1 Record Keeping

The Academy must keep a record of **all** medication administered, when and by whom. Any side effects of medication administered in Academy should also be noted and shared with the parents/carers. (Form 9).

### 10.2 Retention Times

Student medical records should be retained for **25 years** from the date of birth of the child. Further information on records retention can be found in the records retention policy.

### 10.3 Displaying Medical Information

In order to improve the physical security of Academy data further it is recommended that any students' medical information which needs to be displayed is done so more discreetly e.g. student allergies should not be displayed in the staff room. The need to protect vital interests obviously trumps data protection, but care should be taken to ensure such information is not so obvious or is minimised to unauthorised individuals e.g. cleaners or visitors to the Academy.

## 11. Unacceptable Practice

All Academy staff should use their discretion and judge each case on its merits. It is generally not acceptable to:

- Prevent a student from accessing their medication as required
- Treat each child with the same condition in the same way i.e. their treatment

- should not be the same just because they have the same medical condition
- Ignore the views of a child or their parents, or medical opinion
  - Send children with medical conditions/needs home unnecessarily or prevent them from staying in Academy and participating in normal Academy activities, including lunch
  - If a child is ill, send them to the medical room unaccompanied or with someone unsuitable
  - Penalise students for their attendance if absence is related to their medical condition
  - Prevent students from eating and drinking or taking toilet breaks whenever they need to, to manage their medical condition
  - Require parents to attend Academy to administer medication or provide medical support to their child, including toileting issues. No parent is required to leave or give up work because the Academy is failing to support their child
  - Prevent a student from participating, or creating necessary barriers to children in any aspect of Academy life, including Academy trips. For example, by requiring parents to attend Academy trips

## 12. Academy Insurance Arrangements

All Academies are covered by public liability insurance policies, which will indemnify staff against any claims against them arising from the administration of medicine in accordance with this policy.

## 13. Complaints

Complaints should be dealt with in accordance with the OCL Complaints Policy.

## 14. Statutory Arrangements

This Policy is based on the requirements of:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Children and Families Act 2014
- DfE Supporting pupils at school with medical conditions
- Limitation Act 1980
- Education (Pupil Registration) (England) Regulations 2006

## RACI Matrix

Policy Element	Board	Leadership			Academy		National	
		OCL CEO	OCL COO	Regional Director	Academy Principal	H&S Champion	National H&S Lead	National Director of Facilities & Estates
Academy Medical Needs and Medicines Policy				C	A&R	I	A	A
Individual Health Care Plans					A&R	I		
Staff Training					A&R	I		
Managing Medicines on Academy Premises					A&R	I		
Record Keeping					A&R	I		
Policy Evaluation		I	I				C	C

**R:** Responsible **A:** Accountable **C:** Consulted **I:** Informed



## Appendix 1 - Useful Contacts

### Allergy UK

Website: <https://www.allergyuk.org/>

### The Anaphylaxis Campaign

Website: <https://www.anaphylaxis.org.uk/>

### Asthma UK

Website: <https://www.asthma.org.uk/>

### Council for Disabled Children

Website: <https://www.ncb.org.uk/about-us/our-specialist-networks/council-disabled-children>

### Contact a Family

Website: <https://www.contact.org.uk/>

### Cystic Fibrosis Trust

Website: <https://www.cysticfibrosis.org.uk/>

### Diabetes UK

Website: <https://www.diabetes.org.uk/>

### Department for Education

Website: <https://www.gov.uk/government/organisations/department-for-education>

### Department of Health and Social Care

Website: <https://www.gov.uk/government/organisations/department-of-health>

### Disability Rights

Website: <https://www.gov.uk/rights-disabled-person>

### Epilepsy Action

Website: <https://www.epilepsy.org.uk/>

### Health and Safety Executive (HSE)

Website: <http://www.hse.gov.uk/>

### Health Education Trust

Website: <http://healtheducationtrust.org.uk/>

### Hyperactive Children's Support Group

Website: <http://www.hacsg.org.uk/>

Medical Needs & Medicines Policy  
V0.3 April 2022  
Lynda Jarvis



## **MENCAP**

Website: <https://www.mencap.org.uk/>

## **National Eczema Society**

Website: <http://www.eczema.org/>

## **National Society for Epilepsy**

Website: <https://www.epilepsysociety.org.uk/>

## **Psoriasis Association**

Website: <https://www.psoriasis-association.org.uk/>

## **Shine**

Website: <https://www.shinecharity.org.uk/>



## Appendix 2 - Form 1 - Medical Information Form

Please complete and return to the Academy office.

Students Name		
Date of Birth		
Students Address		
Postcode		
Doctors Name		
Surgery name, address and telephone no:		
Emergency contact information		
Parent/carer name:		
Address (if different from above)		
Tel no.		Mobile no.
Alternative emergency contact name:		
Tel no.		Mobile no.
Medical Information		
<b>Does your child have a medical health care plan?</b> <b>YES/NO</b>		



<i>If yes, please provide a <u>copy of the medical health care plan</u> and the following information:</i>	
The name of the condition:	
Treatment required:	
Details of any medication:	
<b>Does your child have an Allergy? YES/NO</b>	
<i>If yes, please provide the following information:</i>	
Allergy:	
Treatment	
Medication	
<b>Is your child under the supervision of a hospital, or doctor for any kind of medical condition or treatment? YES/NO</b>	
<i>If yes, please provide the following information:</i>	
Condition:	
Treatment:	
Medication:	
Parent/Carer completing form	
Signature	
Date	
<b>FOR OFFICE USE ONLY</b>	
Date received in office	
Date entered onto BROMCOM	
Entered by Name	

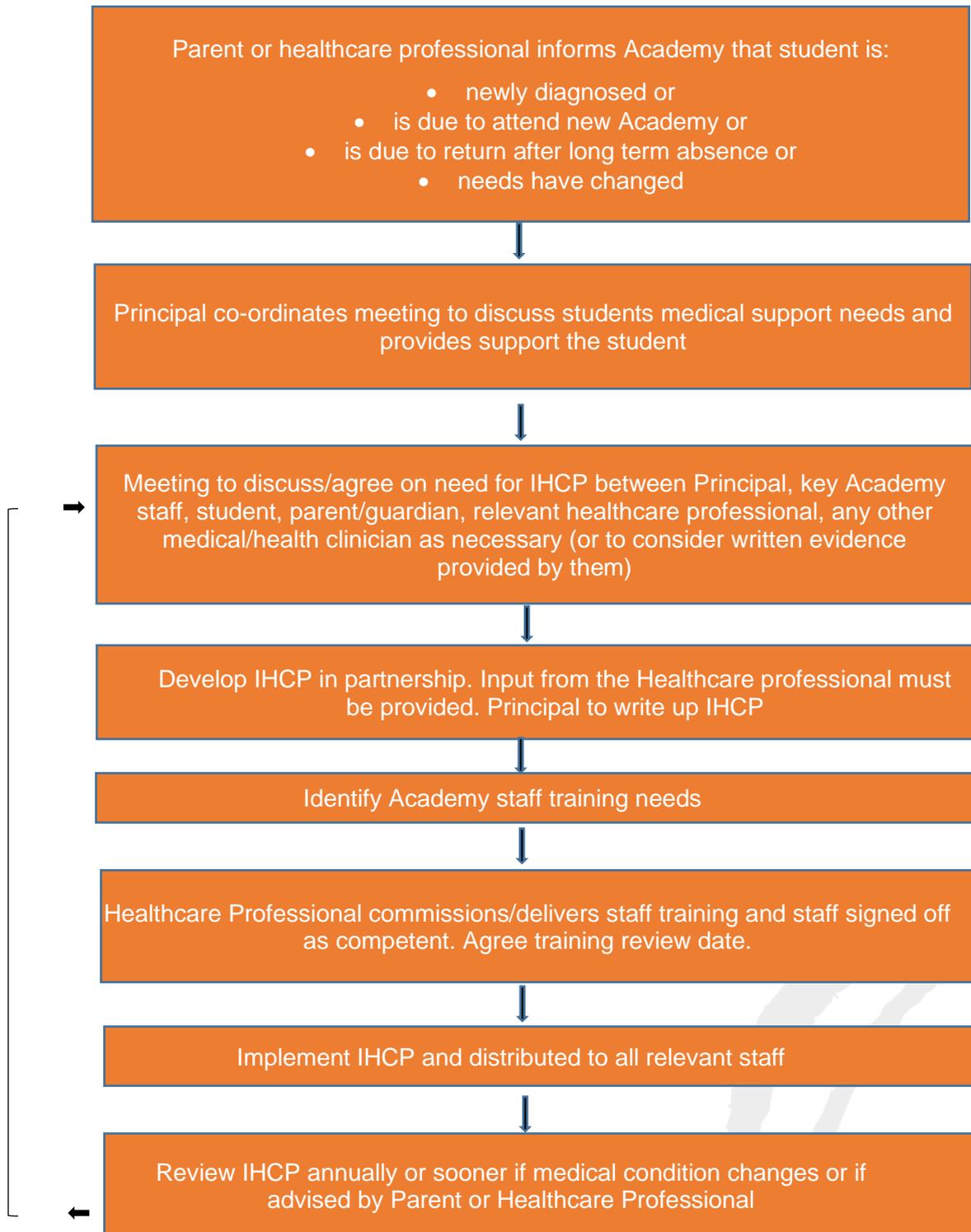


## Appendix 3 - Form 2 - Contacting Emergency Services: Request for an Ambulance

Dial 999 Request Ambulance Speak clearly and slowly and be ready to repeat information, if asked.	
Provide the following Information	
1. Academy Telephone Number	
2. Academy Address	
3. Academy Postcode	
4. Any additional address details e.g. best entrance to use	
5. Exact Location in the Academy e.g. Science Lab 4 or Sports Hall	
6. Give Your Name	
7. Name of Person Requiring Ambulance	
8. Description of Symptoms	

Once sections 1, 2 and 3 are completed, copies of this form should be available in the Main Office, Staff rooms, Medical Rooms, Student Welfare .

## Appendix 4 – Form 3 - OCL Process for Developing Individual Health Care Plans (IHCP)





## Appendix 5 - Form 4 Individual Health Care Plans (IHCP)

Student Name	
Student Address	
Postcode	
Date of Birth	
Name and Job Title of Member of Staff Completing Individual Health Care Plan	
Who is Responsible for Providing Support in School	
Date	
<b>Emergency Contact 1</b>	
Name	
Home Phone	
Work Phone	
Mobile Phone	
Relationship to Student	
<b>Emergency Contact 2</b>	
Name	
Home Phone	
Work Phone	
Mobile Phone	

Relationship to Student	
<b>Medical Care Information</b>	
Medical Condition/Diagnosis	
Is a medical care plan required?	
YES/NO	
Is a medical care plan in place?	
YES/NO	
Date of Care plan	
Date of Care Plan Review <i>(To be reviewed at least annually or earlier if students needs change)</i>	
Do staff require specialist training in order to support this students' medical needs	
If yes, identify staff member, training provided and date completed.	
<b>Clinic /Hospital Contact /GP/ Community Nurse</b>	
Job Title	
Contact Name	
Contact Telephone	
Contact Email	
Contact Address	
G.P Name	
G.P Telephone	
G.P Address	
<b>Medication administration/storage arrangements.</b>	



Complete this section if students are required to take medication whilst on Academy premises or on an educational visit.		
Medication name	Frequency of dose	Dosage
Will the student administer their own medication		
YES/NO		
If yes, will the student keep medicine/device with them or will it be kept in the Academy medical room/centre?		
If no, who is the nominated person to administer the medicine?		
Where will the medication be stored?		





<b>Complete only if medical care plan has not been received from clinic or hospital.</b>
Describe medical condition, its triggers signs symptoms and treatment
Daily care requirements (e.g. before sport/at lunchtime) and the person(s) responsible for care ( <i>must include deputy staff, in case of absence</i> )
Arrangements that will be made in relation to the child travelling to and from school. ( <i>If the student has a life-threatening condition, specific transport health care plans will be carried on vehicles</i> ).
Procedures that will be put in place to support the pupil during school trips and activities outside normal Academy timetable ( <i>e.g. risk assessments</i> )
Describe what constitutes an emergency for the student, and the action to take if this occurs



Follow up care required, if any:
Name of the responsible person to assist the student in an emergency (state if different for off-site activities)
Contact information:
Alternative Contact Name and Contact Information:
Alternative Contact Information:
Copies of forms supplied to:





## Appendix 6 - Form 5 - Parental agreement for Academy to administer medication

The Academy will not administer medicines unless you complete this form in full and sign. Medication will only be accepted if:

1. Dispensed medication
  - is in its original container/box/bottle with a pharmacy label and students name
  - pharmacy label confirms dosage, administration and storage instructions
  - Parental agreement for Academy to administer medicine has been received
2. Non - dispensed medication
  - It is in its original container/box/bottle and clearly labelled with students name
  - dosage and frequency instructions
  - parental agreement for Academy to administer medicine has been received

If more than two medicines are to be given an additional form should be completed.

Name of student		DOB	
Medical condition or illness			
<b>MEDICATION ONE</b>			
Name of medicine (as described on container)			
Date commenced			
Dosage, strength and method of administration			
Frequency of dose /time to be given			
Special precautions			
Side effects (If yes, please give details)			
<b>MEDICATION TWO</b>			
Name of medicine (as described on container)			
Date commenced			
Dosage, strength and method of administration			
Frequency of dose /time to be given			
Special precautions			
Side effects (If yes, please give details)			



<b>Parent/Carer Contact Details</b>	
Name	
Address	
Daytime Telephone Number	
Relationship to student	
I confirm that my child is taking no other medication other than is listed above	<b>YES/NO</b>
I confirm that if my child is taking more than one medication that these medications do not adversely interact with each other	<b>YES/NO</b>
I confirm it is my responsibility to deliver medications to the Academy	<b>YES/NO</b>
The above information is accurate and I give consent for appropriately trained Academy staff to administer medicine in accordance with the policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.	
Parent/Carer Name	
Print Name	





## Appendix 8 - Form 7 - Instructions for administration of medication during seizures

Academy Name	
Name of Student	
Address	
Date of Birth	
Class	
Initial medication prescribed:	
Route to be given:	
Usual presentation of seizures:	
When to give medication:	
Usual recovery from seizure:	
Action to be taken if initial dose not effective:	
<p>This procedure is agreed with parents' consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in the Academy will be recorded.</p> <p>This procedure will be reviewed annually unless change of recommendations instructed sooner. This information will be immediately available when required and will not be locked away.</p>	





## Appendix 10 Form 9 Medication Given in Academy (note to Parent/Carer)

Academy	
Name of student	
Class	
Medicine given	
Date given	
Time Given	
Reason	
Signed by	
Print Name	
Designation	



## Appendix 11: Form 10 – Record of Staff Training

Name	Job Title	Training	Date Undertaken	Date Refresher Required	Date Refresher Completed



## Document Control

### Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
1.0	25.03.2022	Lynda Jarvis	All Academies	To ensure OCL manage medicines and medical needs in line with DfE requirements

### Policy Tier

- Tier 1  
 Tier 2  
 Tier 3  
 Tier 4

### Owner

Lynda Jarvis

### Contact in case of query

lynda.jarvis@oasisuk.org

### Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Directors' Group	Directors' group	23/5/22	1.0

### Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

- Yes
- No

If yes, the policy status is:

- Consulted with Unions and Approved
- Fully consulted (completed) but not agreed with Unions but Approved by OCL
- Currently under Consultation with Unions
- Awaiting Consultation with Unions

Date & Record of Next Union Review

### Location

Tick all that apply:

- OCL website
- Academy website
- Policy portal
- Other: state



**Customisation**

- OCL policy
- OCL policy with an attachment for each Academy to complete regarding local arrangements
- Academy policy
- Policy is included in Principals’ annual compliance declaration

**Distribution**

This document has been distributed to:

Name	Position	Date	Version
Principals via Bulletin			V1
H&S Champions via Teams channel			V1