



Medical Needs Policy

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Policy Title	Medical Needs Policy
Document Owner	Health and Safety Manager
Owning Directorate	Corporate Services
Owning Department	Health and Safety
Directorates and Departments affected by this Policy	All staff
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New College Durham
Medical Needs Policy

(Equality and Diversity Assessment)

We will consider any request for this Policy to be made available in an alternative format.

We review our Policies regularly to update them and to ensure that they are accessible and fair to all. Whilst Health & Safety Policies are based upon prevailing legislation all Policies are subject to Equality Impact Assessment which consider whether the Policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute and we welcome suggestions for improving the accessibility or fairness of the Policy.

To make suggestions or to seek further information please contact:

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New College Durham

Medical Needs Policy

1. General Policy Statement

a. Policy Statement

The College will take all reasonable steps to support individual students with medical needs. The College recognises that a positive response to supporting a student's medical needs will benefit the student as well as positively influencing the attitudes of other students.

It is New College Durham policy to consider each individual application to support medical needs, although the College is under no legal obligation to administer medication. Any staff administering medication do so on a voluntary basis.

New College Durham recognises and accepts its responsibility as an employer to ensure the College has a health and safety policy as required by the Health and Safety at Work Act 1974.

b. Scope of the Policy

New College Durham Policy for Supporting Students with Medical Needs has been drawn up to ensure that adequate control measures are in place for the staff and students involved with the administering of medication in College.

2. Arrangements

a. Legal Duties

The Health and Safety at Work Act 1974 applies to all work activities. It requires employers to ensure, so far as reasonably practicable, the health, safety and welfare of their employees, and any other people who may be affected by the work activity.

b. Roles

The College has a responsibility to ensure that staff are not exposed to health risk whilst at work. The Principal and Chief Executive has the overall decision on whether the College can support a student requiring support with medical needs. The responsibility for the implementation of this policy is delegated to Managers of the College as detailed in this policy.

3. Responsibilities

a. Deputy Principal, Vice Principals, Assistant Principals and Heads of School

Deputy Principal, Vice Principals, Assistant Principals and Heads of School are responsible for ensuring that the guidelines within this policy are followed and communicated to all staff.

That requests for staff to administer medication consider the feasibility to administer the medication as well as staff training needs for a complex procedure.

Consult relevant staff including the Health & Safety Team where it is believed it is not possible to put suitable arrangements in place.

b. Parents and Guardians

Parents and guardians have the principal responsibility for the administration of medication to their children who have the right to be educated with their peers, regardless of any short or long term needs for medication whilst at College.

It is preferable for medication to be given at home whenever possible.

If medicines are prescribed to be taken three or more times per day, parents should ask the doctor if the administration of the medication can occur outside normal study hours.

Parents/guardians are responsible for ensuring any paperwork that needs completing is returned to college in a timely manner. Failure to return paperwork may result in the student being excluded from college for their own safety, this decision would be made by either a Vice Principal, Assistant Principal or Head of School.

c. Learning Support Staff

Learning Support Staff are responsible for completing medical management plans for all students who need assistance to administer medication whilst in college. Assistance can be sought from the Health and Safety department if required. Staff need ensure all documents are current up to date and reviewed when necessary. If parents do not return the required paperwork then they must notify the relevant Vice Principal, Assistant Principal or Head of School for a decision on whether the student is allowed in college.

It is important to note that there is no duty upon any college staff to administer medication and the following should be taken into account:

- i. No member of staff should be compelled to administer medication to a student;
- ii. Staff administering medication in accordance with appropriate training or the details supplied by the parent or guardian may rest assured that they are covered by the College's insurance policy.
- iii. If it is agreed that medication can be administered a named volunteer should be identified to administer it;
- iv. Appropriate guidance and training (where necessary) must be given to the volunteer;

- v. Parents or guardians requesting administration of medication should be given a copy of this document and Medical Management Plan should be completed. Completion of this form safeguards staff by allowing only prescribed medication to be administered;
- vi. College staff may consult with the Health & Safety Department to liaise with the person prescribing medication to enquire whether it can be given outside of college hours. This may help reduce to a minimum the amount of medication being given in College. Staff may also consult with the Occupational Health service with regard to the administration of any medication.

4. Guidelines

a. General

If medication cannot be given outside of college hours, parents or guardians should fill in a request form giving the dose, the method of administration, the time and frequency of administration, other treatment, any special precautions and signed consent. This information must match the dosage etc. that is stated on the original packaging of the medication as supplied. Staff should never give a dosage that is not stated on the label supplied with the medicine. See Medical Management Plan.

An individual Medical Management Plan for each student with a medical need should be completed. The plan will include details of the medical condition, emergency contact information and details of any medication to be administered.

All essential medication should be brought to College by the parent or guardian and not the student. It should be delivered personally to the designated member of staff. Only the smallest practicable amount should be kept in College. Staff should only accept medication in its original packaging. Any medication not in its original packaging should not be accepted.

All medication taken in College must be kept in a clearly labelled pharmacy bottle, preferably with a child safety top, which must give the owner's name, contents and the dosage to be administered. The label must have the pharmacies logo/details on it.

Whilst medication is in College it should be kept in a suitable locked cupboard away from the student, preferably in a staffroom or office and should be readily accessible to the named volunteer when required. The exception to this is the use of an inhaler.

Medication to be taken orally should be supplied with an individual measuring spoon or syringe. Eye drops and eardrops should be supplied with a dropper. A dropper or spoon must only be used to administer medicine to the owner of that implement. Tablets without a groove/line through the centre should not be split

When medication is given, the name, the dose, the mode of administration, time of the dose and the date of expiry should be checked. A written record should be kept of the time it was given and by whom to avoid more than one person ever giving a dose (see Record of Medication Administered).

Where any change of medication or dosage occurs, clear written instructions from the parent/guardian should be provided. These instructions must be from a qualified medical professional. If a student brings to college any medication for which consent has not been given, the staff should refuse to administer it. In such circumstances the Parent or guardian should be consulted as soon as possible.

Renewal of medication, which has passed its expiry date, must be the responsibility of the parent or guardian. However, if parents are unable to collect expired medication then the staff contact the Procurement to arrange for safe disposal. The medication must not be disposed of in any other way.

In all cases where, following the administration of medication, there are concerns regarding the reaction of the student, medical advice should be sought immediately.

If in doubt about any of the above procedures the member of staff should check with the parents or guardians or a health professional before taking further action.

Parents should provide information on medication taken/time taken prior to attending college to the relevant staff member so medication taken during college can be taken at the correct time.

b. Refusal or forgetting to take Medication

If students refuse or forget to take medication, the designated member of staff should inform the student's parent or guardian as a matter of urgency. If necessary, the designated member of staff should call the emergency services. This should also be documented on the students form.

c. Non-Prescribed Medication

College Staff should only issue non prescribed medication if written permission has been gained from the parent. A child under 16 should never be given aspirin or medication containing ibuprofen unless prescribed by a doctor. The recommended dosage should never be exceeded and the information contained with the medication should be followed at all times.

d. Students with Specific Medical Needs

A very small number of students need medication to be given by injection, epi-pen or other routes. This is an unusual circumstance and the arrangements must be agreed between the Head of School, Health and Safety Staff, Parents and the General Practitioner/Hospital that prescribes the medication. Experience suggests that it is helpful to have a meeting of all interested parties in college as it is essential that both the parents and the teaching staff are happy about the arrangements that are made.

Staff willing to administer medication should be made fully aware of the procedures and be properly trained. Usually the local Health Authority will provide this training. An individual Medical Management Plan for each student with a medical need will be completed.

5. History of Policy Review

Implementation Date	1 April 2000
Last Review Date	October 2023
Next Review Date	October 2024