

**Green Corridor
Medication Needs
Policy & Procedure**

Document Control

Document Number	11
Description	This document describes how Green Corridor support young people with medical needs
Document Type	Policy and Procedure
Document Owner	CEO
Document Approvers	Board of Trustees
Document Publisher	CEO
Approval Date	14/11/2018
Date of Next Review	November 2021

ISSUE CONTROL (*ascending version order*)

Version	Date	Comments	Author
1.0	14/11/18	New Policy	S Edney

PRINCIPAL RELATED POLICIES & PROCEDURES

Document Title	Location
Complaints	GC Policies & Procedures

CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Background:

The Children and Families Act 2014 places a responsibility on education providers to make arrangements to support young people with medical conditions. As all young people at Green Corridor have a special educational need and a Education Health and Care plan (EHC) this policy should be read in conjunction with the SEN code of practice.

Aim:

To ensure that that all learners at Green Corridor with medical needs, in terms of both physical and mental health, are properly supported so that they can play a full and active role at Green Corridor, remaining healthy and achieving academic success.

Objective:

- To ensure that parents/carers feel confident in Green Corridor's ability to manage any situation that arises out of a young person's medical conditions
- To ensure that the parents/carers of young people with medical conditions feel listened to and their views are valued
- To ensure that young people with medical conditions feel safe within Green Corridor
- To ensure that young people with medical conditions are able to access all aspects of Green Corridor life including trips and physical activity.
- For Green Corridor staff to understand their responsibility to work with health care professionals, following their advice and incorporating it effectively into the young person's routine.
- To ensure that young people with prolonged absence due to their medical condition are effectively supported to avoid unnecessary disruption to their educational attainment and emotional and general wellbeing.
- To ensure that young people with a medical condition develop their confidence and self-esteem in line with their peers.
- To promote self-care to empower young people in the management of their condition
- To ensure that staff are properly trained by specialist health care workers to provide the support that learners need.

Procedure to be followed:

Once the Local Authority (LA) has named Green Corridor for a young person on a statement or EHC plan, and that young person is identified as having a medical condition; or if a young person currently placed at Green Corridor is later diagnosed with a medical condition, then the following procedures must be followed:

Prior to admission:

- The Head of Centre will gather information from the young person's parent/carer, from their previous school, the Health Care Workers involved and any other relevant agency, and identify the issues pertaining to the young person's medical needs for their future education.
- The young person will be allocated a Youth Manager and the Head of Centre will discuss the young person's medical need with Youth Manager.
- The Youth Manager will contact the parent/carer to arrange a meeting to discuss the young person's needs and support the parent/carer with any concerns or worries.
- A Health Care plan will be drawn up prior to the young person's admission to the Green Corridor. This will be completed by a relevant health care worker - i.e. by a Clinical Specialist Nurse, in the case of a young person with a mental health condition.
- The Youth Manager (YM) will arrange a meeting with relevant health care staff to go through the Health Care Plan and organise training, prior to the young person's admission date, or as soon after that date if training is not available immediately and the young person can safely be admitted. The decision to admit a young person prior to training will be made by the CEO in consultation with parents, health care staff and the LA through the formal risk assessment process.

Following admission to the school:

- The YM must complete the EHCP and Annual review Summary (AR) outlining the medical needs of the young person and any procedures that must be followed in an emergency. For more detailed information, the Health Care Plan must also be attached to the EHCP.

- All relevant staff, including First Aid staff will complete appropriate training by a health care professional and a schedule of interventions drawn up and circulated to relevant staff and parents/carers. This schedule must also be attached to the EHCP.
- The YM holds a copy of all the EHCPs and is responsible for briefing supply staff working with the young person on a need to know basis.
- The schedule for medical interventions where required, will be included in the duty rota as appropriate. The Office Administrator will be responsible for ensuring cover for this schedule by a trained member of staff.
- The YM will brief all staff on the medical needs of the young person- on a need to know basis. Where issues of confidentiality have been raised by a parent or young person only those staff identified by the CEO will be entrusted with information about the young person's condition.
- The schedule for medical interventions will be reviewed as and when identified in the Health Care plan.
- Health Care plans will be reviewed at least annually by an appropriate Health Care Worker as part of the Annual Review process.
- All Health workers involved in the care of the young person must be invited to the Annual Review and additional time will be allocated to this meeting to ensure that sufficient time allows for full consultation and review of plans.
- Additional support to ensure that the young person can fully access Green Corridor must be reviewed as part of the development and review of the Health Care Plan and if the young person's condition deteriorates or changes.
- Any medication required for administration during the day will be kept in the medication fridge. Medications will be locked away and only administered by a named person.
- A generic risk assessment for the young person will be completed by the YM in consultation with parent/carers and relevant Health Care workers. This generic risk assessment will then be used as the guidance for developing risk assessments for individual activities, visits and work experience.
- Where a young person is returning to Green Corridor following a period of hospital education or alternative provision the school will ensure that the Health Care plan is updated to identify the support the young person will need to reintegrate effectively.

- A formal diagnosis is not required for young people to receive appropriate support. In cases where a young person's condition is unclear, or where there is a difference of opinion, the CEO will decide what support to provide based on the available evidence from school staff, parents/carers and health care workers.

Roles and responsibilities:

The Board of Trustees

To ensure that suitable arrangements are in place to support learners with medical conditions. This includes reviewing the policy and its implementation, ensuring that sufficient staff have received suitable training and are competent to support young with medical needs.

Chief Executive Officer:

To ensure that health professionals and Green Corridor staff work in collaboration and partnership by ensuring that school staff understand the policy and their role in implementing it. The CEO will ensure that staff have information about a young person's condition on a need to know basis and that confidentiality is respected. The CEO is responsible for ensuring that sufficient staff are trained to deliver all individual health care plans including in contingency and emergency situations. The CEO is also responsible for ensuring that adequate resources are available to maintain the young person's safety and access to all aspects of the curriculum.

Head of Centre:

The Head of Centre will ensure that all relevant information pertaining to the young person's medical condition is collated at Green Corridor and circulated - on a need to know basis - as directed by the CEO. They will brief and support the YM who will brief the whole staff - on a need to know basis - as directed by the CEO. They will arrange the initial 'team around the child' meeting to discuss the Health Care plan, training for staff, generic risk assessment and any schedule for medical intervention if the young person arrives after the start of term.

Youth Manager:

The YM is the lead school professional, working in partnership with the young person, their parents/carers and other professionals including health and social care as appropriate. They will ensure that the EHCP is up to date and that the Health Care Plan and schedule for medical intervention is attached and updated as required. They will collate the Annual Review and as part of that process, ensure that the Health Care Plan is reviewed.

They will invite all health care professionals to the Annual Review to facilitate effective discussion and decision making. The YM will ensure that all staff, including Transport Assistance, are fully conversant with the medical needs of the young person– on a need to know basis – in order for them to carry out their role with due regard to the needs of the young person and Health and Safety. If a young person receives a diagnosis after admission to Green Corridor they will organise a ‘team around the child’ meeting to discuss the Health Care plan, training for staff, generic risk assessment and any schedule for medical intervention.

Learners:

This policy acknowledges that young people are best placed to provide information about how their condition affects them. They will therefore be encouraged to be fully involved in discussion about their medical support needs and contribute as much as possible to the development of, and comply with, their individual health care plans. Young people will be invited to all meetings pertaining to them, in accordance with current school practice so that they can fully contribute to all decisions made.

Where young people carry their own medication and relevant devices (Epi pen, Inhalers & Insulin pump) with them they will be taught to manage this correctly. They will be taught and expected to inform a member of staff when the need arises to take their medicines, so that they can be provided with the appropriate level of supervision. However, where this is not possible, young people will be taught to request their medicines from a member of staff, as soon as they become aware of the need.

Parents:

This policy recognises that parents/carers are key partners and will therefore be involved in the development and review of their young person’s individual health care plan. They will provide the school with sufficient and up-to-date information about their young person’s medical needs. It is expected that parents will carry out any action they have agreed to as part of the health care plan implementation, e.g. Provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Staff training and support:

Training for staff is the key to the successful implementation of this policy. Training for staff is organised as follows:

- Once a young person has been identified as having a medical condition the Head of Centre will contact the relevant health care workers to provide suitable training for identified members of staff. The length of training will depend on the complexity of the need of the young person's condition. The relevant specialist health care worker i.e. The diabetic nurse, will determine how and when this training will be reviewed.
- No member of staff will be permitted to carry out any medical intervention unless trained by the relevant health care worker.
- Staff who have received training about a specific medical condition can share information about the condition with staff, but cannot train staff in any medical interventions for that condition.
- Staff trained to undertake a medical intervention are not permitted to train other staff in that intervention or request that an untrained member of staff undertake that duty in their absence. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Following training, the specialist health care worker will notify the CEO of the names of all the staff who have successfully completed the training and the date for any follow up training.
- Whole staff awareness training on supporting pupils with medical conditions will take place annually and as the need arises - e.g. When a new young person arrives with a condition previously not seen in school. Training will include preventative and emergency measures so that staff can recognise and act quickly when a problem arises.

The young person's role in managing their own medical needs:

After consultation with parents/carers and/or young people who are competent will be encouraged to take responsibility for managing their own medicines and procedures and the preparation for this will form part of the individual education plan for the young person and reflected in the health care plan.

Where appropriate, as decided above, young people will be encouraged to carry their own medication and relevant devices (Epi pen, inhaler & Insulin pump). However where this is not possible young people will be able to access their medicines for self-medication quickly and easily as they will be available in the admin office, in the medicines fridge, in a clearly labelled plastic folder. Young people will be taught to inform a member of staff when this need arises, so that they can be provided with the appropriate level of supervision.

If a young person refuses to take their medicine or carry out a necessary procedure, staff should not force them to do so but instead inform the CEO who will decide on the action to be taken. Parents will also need to be informed immediately, so that alternative options can be considered.

Managing medicines on GC premises:

The following guidance must be adhered to at all times:

- Medicines should only be administered at Green Corridor when it would be detrimental to a young person's health or attendance not to do so.
- No young person under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the young person without the knowledge of the parents. In such cases, every effort should be made to encourage the young person or young person to involve their parents while respecting their right to confidentiality.
- Only paracetamol, Calpol, antihistamine and antihistamine cream as a non-prescription drug, will be administered to a young person in exceptional circumstances with prior written consent. Exceptional circumstances refer to situations such as severe period pain or tooth ache, insect bites/stings.
- A young person under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. For pain relief, should never be administered without first checking the maximum dosages and when the previous dose was taken. Parents should be informed.

- Parents should be advised to request from their young person's doctor that where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Green Corridor hours.
- When medicine is sent into Green Corridor the YM should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to Green Corridor inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Green Corridor staff should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to young people and not locked away. Separate arrangements taking this into account will be made for school trips and the young person informed of the arrangement.
- A young person who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another young person for use is an offence. The YM will be responsible for monitoring the young person's safe keeping of their medication. All other controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- Green Corridor staff may administer a controlled drug to the young person for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. A record of all medicines administered to individual young people, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at Green Corridor should be noted.
- When no longer required, medicines should be returned to parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency procedures:

Please see Green Corridors general risk management processes for dealing with emergencies, e.g. Evacuation of the building.

Individual health care plans will identify what constitutes an emergency and explain what action to take. As part of the training, staff will be made aware of emergency symptoms and procedures.

If a young person is taken to hospital, 2 staff members will accompany the young person in the ambulance and stay with the young person until the parent arrives.

Day trips, residential visits and sporting activities

Staff organising events outside of the curriculum must ensure that everything possible is done to ensure that pupils with medical conditions can participate according to their own ability. Reasonable adjustments will be made to facilitate access unless evidence from a clinician such as a GP states that this is not possible.

Unacceptable practice:

Although Green Corridor staff should use their discretion and judge each case on its own merits with reference to the young person's individual healthcare plan, it is not generally acceptable practice to:

- Prevent young people from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every young person with the same condition requires the same treatment.
- Ignore the views of the young person or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send young people with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the young person becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition – e.g. Hospital appointments.

- Prevent young people from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend Green Corridor to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their young person's medical needs.
- Prevent young people from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. By requiring parents to accompany the child.

Complaints:

Complaints regarding any aspect of the care of a young person with a medical condition will be dealt with, within 48 hours following Green Corridors complaints procedure which is available on the web-site.