

<b>TREVIGLAS COMMUNITY COLLEGE</b>
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Guidelines and Procedures for the **Management of Medicines and Medical Conditions** in College.

The college supports students who have medical conditions to ensure that they are able, as far as possible, to attend college regularly and with the minimum of disruption to their education.

The college employs a First Aid Administration Officer (FAAO) who is the key first aider for the college. However, a number of the Administration Team are first aid trained and operate support on a rota basis.

The FAAO has responsibility for managing the college's First Aid station which is located at Main Reception. The FAAO liaises closely with the designated College Nurse.

**FAAO – Miss A Howells (Maternity Cover) 01637 872076 - Ext. 494**

Ruth Counter – College/Community Nurse

The fully trained first aiders who support the FAAO are:

First Aider	Extension
Mark Aston	405
Grace Revill	100
Claire Whitehouse	408
Tim Holbrook	350
Denise Beasley	402

## Introduction

**It is the responsibility of the parent/carer to inform the college if a student has a medical condition.**

Parents/carers must contact the college First Aid Administration Officer (FAAO) prior to students bringing medication onto the premises, to allow for the appropriate administration to be completed.

Parents have the prime responsibility for ensuring students take their medication. The college supports the parents and students who require medication, in order to ensure they are able to attend college regularly and with the minimum of disruption to their education. Students are encouraged to take responsibility for their own medication in college in order to promote their health and wellbeing and to foster a respect for medicines. Where it is possible self-management of medication by students is recognised by the college as being good practice and will be supported.

The FAAO, liaising with the Manager of Integrated Health and Learning and HOH, will ensure all staff are aware of students with significant medical conditions and advise appropriately. A record of all students with medical conditions is maintained in the college and updated annually or as required.

### **Administration of simple analgesia**

No simple analgesia e.g. Paracetamol, is stored at the College Reception, therefore, this will not be provided by any staff at the college for students at any time.

### **Prescribed Medicines**

Prescribed medicines should only be brought into college (or to college activities) when essential.

Parents must contact the college prior to students bringing medication into college to allow for the appropriate arrangements to be made. Medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions.

Medicines should be clearly labelled with the student's name.

A Parental Consent Form (see Appendix 1) should be completed and returned to the FA/O in the main Reception area.

Where possible the college encourages and supports students' self-management of medicines. For conditions such as asthma, diabetes and severe allergies students are encouraged to carry their medication on their person. Spare medication can be stored at Reception in certain circumstances. Medicines must not be left in unattended bags. In all other circumstances, the medicines will be securely stored at Reception (First Aid) and made available to the named student at the appropriate time.

In order to avoid the storage of excess amounts of medicines, the quantity stored will be agreed between the college and the parent. It is the student's responsibility to collect their medication at the correct time.

The administration of the medicine will be recorded by the FA/O (Appendix 2).

In the event of a student refusing to take prescribed medication as requested by parents, college staff will not force them to do so. The refusal will be documented and the parent informed.

If a student forgets to attend Reception (First Aid) to take their medication, a reminder is sent by FA/O. Parents will be informed of a student's refusal to attend Reception (First Aid) or of significant lateness.

Medicines requiring refrigeration will be stored in the Reception (First Aid) fridge. Parents are asked to arrange for the collection of prescribed medicines when no longer required or when the expiry date has been reached in order for them to arrange for safe disposal.

### **Controlled Drugs**

As a controlled drug is a prescribed medication, all of the above procedures should be followed.

A student who has been prescribed a controlled drug may legally have it in their possession. Misuse of a controlled drug, such as passing it to another student for use, is an offence. Please also refer to the college Drug Education and Incidents Policy.

### **Non-Prescription Medicines**

Non-prescription medicines should only be brought into college (or to college activities) when **essential**. Carrying non-prescribed medication as a preventative measure is not encouraged. The amount of medicine brought in should not exceed that required for one college day.

Parents may contact the college for support in supervising the administering of non-prescribed medication where it is felt necessary, e.g. for persistent migraine sufferers, recurrent headache sufferers. Individual arrangements will be made.

Medicines should be in the original container to include the manufacturer's instructions. Medicines should be clearly labelled with the student's name.

For medicines stored at Reception (First Aid) the same conditions apply as with prescribed medicines.

### **Long Term Medical Needs**

Students with long term medical needs will be supported in college. Where necessary, an Individual Care Plan will be written, involving parents/carers, health professionals, the student and the Effective Learning Team. The care plan is then disseminated to all relevant staff in the appropriate manner. Training will be provided for staff as required

### **Emergency Medication Asthma**

It is the parents' responsibility to inform the college if their child has asthma. A record of all students suffering from asthma is kept in college and is up-dated annually, or as required. All students suffering from asthma are encouraged to keep their inhalers with them at all times. The inhaler should be clearly labelled with the student's name, date of birth and Tutor Group. A duplicate inhaler can be stored at Reception (First Aid) and will be made available to the named student on request. Once again, the inhaler should be clearly labelled as described above. A Parental Consent Form (see Appendix 1) should be completed and returned to FAAO.

For those students with significant asthma, a healthcare plan should be provided by a Health Care Professional; this should be stored with the inhaler. The student's photograph and details of the condition should be displayed in the staff room.

It is the responsibility of the parent to check inhaler expiry dates and replace as necessary.

### **Epilepsy**

It is the parent's responsibility to inform the college if the student has epilepsy.

A record of students suffering from epilepsy is kept in college and is up-dated as required. All students with epilepsy should have a healthcare plan provided by a Health Care Professional; this should be stored with any medication. The student's photograph and details of the condition should be available to staff on request and linked to the Record of Need. Any emergency medication required must be clearly labelled and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training in its use.

A Parental Consent Form (see appendix 1) should be completed and returned to FAAO. The administration of any medicines will be recorded by FAAO or the First Aider on duty.

It is the responsibility of the parent to check the expiry dates of any medicines stored in college and replace as necessary.

### **Anaphylaxis**

Where there is a potential/known allergic reaction it is the parent's responsibility to inform the college if the student suffers from anaphylaxis.

A record of students suffering from anaphylaxis is kept in college and is up-dated as required. Any emergency medication, e.g. EpiPen, should be carried by the student at all times. All medicines should be clearly labelled with the student's name, date of birth and Tutor Group.

A duplicate kit can be stored at Reception (First Aid) and should be readily available to the named student and those staff trained in its use. Once again this should be clearly labelled as described above.

All students suffering from anaphylaxis should have a healthcare plan provided by a Health Care Professional; this should be stored with any medication. The student's photograph and details of the condition to staff on request and linked to the Record of Need. A Parental Consent Form (see appendix 1) should be completed and returned to FAAO. The administration of any medicines will be recorded by FAAO or duty First Aider.

It is the responsibility of the parent to check the expiry dates of any medicines stored in college and replace as necessary.

### **Diabetes**

It is the parent's responsibility to inform the college if the student has diabetes.

A record of students suffering from diabetes is kept in college and is up-dated as required. All students with diabetes should have a healthcare plan provided by a Health Care Professional; this should be stored with any medication. The student's photograph and details of the condition should be displayed in the staffroom.

Any emergency medication required, e.g. glucose must be clearly labelled and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training in its use.

A Parental Consent Form (see appendix 1) should be completed and returned to FAAO. The administration of any medicines will be recorded by FAAO or the duty First Aider.

It is the responsibility of the parent to check the expiry dates of any medicines stored in college and replace as necessary.

### **Emergency Procedures**

**First Aid cover** is available at all times, including during eXtra@treviglas activities.

**Emergency Services** are requested via Reception (First Aid) with SLT authorisation. Parents/Carers are informed immediately an ambulance has been called. If the parent cannot attend or give alternative instruction the child will be accompanied to hospital by a member of staff as decided by the SLT member on call.

If it is necessary for college staff to **transport** a student to or from college it is advisable that transport is undertaken other than in private vehicles and that appropriate insurance is obtained, with at least one adult additional to the driver as an escort. Parental consent must be obtained in all cases. Staff should have regard to safeguarding protocols and ensure that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

### **Educational Visits**

The college encourages and supports children with medical needs who wish to take part in educational visits. Parental views and medical advice will be sought prior to the visit and if necessary a risk assessment for the individual student will be completed. A named person will be responsible for the student and, if necessary, the safe storage of any medicines. Any healthcare plans will be taken on visits.

A Parental Consent Form (see appendix 1) should be completed if medication is required and taken on the visit. The administration of any medicines will be recorded by the named person in the first aid book and on SIMS.

Please also refer to Educational Visits policy and protocols.

### **Hygiene and Infection Control**

Staff have access to protective disposable gloves. These should be kept in all First Aid Boxes. Any soiled material will be disposed of in yellow clinical waste bags.

Any affected areas will be cleaned using approved products. The college provides access to running water close to reception (First Aid). Supplies of surgical hand gel are made available to all staff on request.

### **Disposal**

Parents are responsible for ensuring that date-expired medicines or medicines that are no longer required are returned to a pharmacy for safe disposal.

### **Record Keeping**

A Parental Consent Form must be completed when requesting the college administer medicines or supervise the student self-medicating (Appendix 1). The administration of any medicines or the supervision of students self-medicating will be recorded.

### **Confidentiality**

All staff should treat medical information confidentially. The FAAO or Manager of Integrated Health and Learning will agree with the student, where appropriate, or otherwise the parent, who else should have access to medical information.

### **Safeguarding**

The FAAO is part of the wider support team and administers first aid in Reception (First Aid). In the absence of FAAO staff who have completed a first aid training course will support on a rota basis. Whilst administering first aid the FAAO will do so in the designated area at Reception, which is an open area. If necessary an additional member of staff from the Student Services Team, Head of House or Effective Learning Team will attend during treatment.

Students referred to Reception (First Aid) during session time will have a student pass or note from their teacher. The FAAO will also confirm the time taken and action taken for parental reference and this is logged in the daily First Aid record book and on SIMS.

In the event of a serious medical issue or concern; however, parents will always be informed directly by telephone.

The FAAO is supported by the Senior Leadership Team through the on-call system and through timetabled meetings and advice and guidance is given as needed.

Some students may need medication during college hours. In circumstances where children need medication regularly a Health Care Plan should be drawn up to ensure the safety and protection of students and staff. With the permission of parents, children should be encouraged to self-administer medication or treatment including, for example, any ointment, sun cream or use of inhalers.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a student, this should be discussed with the appropriate senior colleague at the earliest opportunity.

The FAAO and all duty First Aiders have access to whole college Child Protection training delivered by the Deputy Headteacher (Child Protection).

**Appendix 1**

**Parental Consent for Medication to be given in college**

<b>NAME OF STUDENT</b>	<b>Year/House/Reg.</b>
<b>HOME ADDRESS:</b>	<b>DATE OF BIRTH</b>
<b>NAME AND ADDRESS OF GP:</b>	
<b>NAME OF MEDICATION TO BE GIVEN::</b>	<b>DOSE OF MEDICATION</b>
<b>FOR THE TREATMENT OF:</b>	<b>TIME TO BE GIVEN:</b>
<b>PRESCRIPTION/COURSE END DATE:</b>	
<b>EXPIRY DATE: (if to be stored in college long term)</b>	

**I AGREE TO UNDERTAKE THE FOLLOWING:**

- All medication will be in the original packaging wherever possible
- All medication will have a pharmacy label stating name, date of birth, type and dose of medication to be given
- I will regularly check that there is enough medication in college and replace it when necessary
- I will inform college of any changes to my child's medication
- I understand that the medication must be delivered personally to the Reception (First Aid)
- I accept that this is a service that the college is not obliged to undertake

**SIGNED:** .....  
PARENT/GUARDIAN

**DATE:** .....

**Note: Medication will not be accepted in college unless this form is completed and signed by the legal parent/guardian of the child and administration of the medicine is agreed by the Headteacher. The Headteacher reserves the right to withdraw this service.**

**Appendix 2  
STUDENT MEDICINE DISPENSE LOG**

**Academic Year 2015-2016**

Date	Name	Medication	Time	Dose	MOS Initials	Comments/Reactions


### Appendix 3

#### Request for Ambulance

Speak clearly and slowly; be ready to repeat any information if asked

Dial 999 and ask for ambulance

Have the following information ready:

1. The telephone number of the college: 01 637 872076
2. Location of the college and postal address: Bradley Road, Newquay, TR7 3JA
3. Give exact location of incident within the college
4. Give your full name
5. Give the name and age (if known) of the casualty
6. Include the following details:
  - a. Is the casualty breathing?
  - b. Are they conscious?
  - c. Are they bleeding?
  - d. Any known illness, e.g. diabetes, asthma, anaphylaxis
  - e. Any medication that has been administered, e.g. EpiPen

7. Inform Ambulance Control of the best entrance and ensure crew are met and taken to the Location
8. Ensure you inform the First Aider that the ambulance is on its way

## Appendix 4

### **MANAGEMENT OF AN EPILEPTIC SEIZURE**

#### **Tonic Clonic Seizures**

The person loses consciousness; the body stiffens then falls to the floor. This is followed by jerking movements. A blue tinge may develop around the mouth, due to an irregular breathing pattern. Loss of bladder/bowel control may occur.

After 1-2 minutes the movements should stop and consciousness will slowly return.

#### **DO**

- Stay calm and note the time
- Prevent others from crowding
- Call for first aider
- Protect person from injury, remove chairs etc., and, if possible, cushion their head
- Place in recovery position once seizure has finished
- Stay with them until fully recovered

#### **DO NOT**

- Restrain the person during the seizure
- Put anything in the mouth
- Move, unless in danger
- Give them anything to eat or drink until fully recovered

#### **It is a MEDICAL EMERGENCY and you should call 999 immediately if:**

- The person has injured themselves badly during the seizure
- It is the person's first seizure
- The seizure is continuing after 5 minutes
- One seizure immediately follows another with no recovery time: this is known as **STATUS**

#### **EPILEPTICUS**

**If in doubt always seek assistance**

## Appendix 5

### MANAGEMENT OF AN ANAPHYLACTIC REACTION

What to do in an attack – when should each treatment be used?

Anyone known to suffer from anaphylaxis should carry an emergency kit with them at all times and only those trained to do so should administer medication.

Ask the casualty to remain still and calm.

If the casualty has eaten a known allergen immediately ask them to spit out any remaining food stuffs and rinse mouth thoroughly with water.

For itching, rash or other mild symptoms, give a dose of an Antihistamine tablet.

For symptoms affecting the throat or breathing using Adrenaline inhaler (Primatene).

Give 2 puffs immediately. If needed take another 2 puffs after 1 minute and repeat until symptoms are controlled. Up to 20 puffs can be given.

Call 999 and state ANAPHYLAXIS

For severe symptoms, collapse or failure of the above treatments, give adrenaline via the EpiPen.

Remember to remove the grey safety cap, press firmly against the outer thigh and hold the pen in place for 10 seconds.

Lie the casualty down with legs elevated for 30 minutes. This may need to be modified if they are having difficulty breathing.

### PRIMATENE INHALER

- Student to use Primatene inhaler for symptoms affecting the mouth or throat
- Prepare inhaler by placing short end of mouthpiece on bottle
- Use two puffs of Primatene immediately
- If needed, take another 2 puffs after 1 minute and repeat until symptoms are controlled. Up to a maximum of 20 puffs.
- In the event of the student using the Primatene inhaler Call 999 and state ANAPHYLAXIS
- Lie the casualty down with legs elevated for 30 minutes or until ambulance arrives.