

1. Introduction

WMSF recognises that students at Sixth Form with medical conditions should be properly supported so that they have full access to education, including Sixth Form trips and physical education and will comply with its duties under the Children and Families Act 2014, the Equality Act 2010 and the SEND the Code of Practice 2015.

- 1.1 Medical needs and conditions can present a significant barrier to participation and achievement. This policy is designed to help WMSF and other professionals identify and address those barriers and thereby contribute to the promotion of inclusion, achievement and the wellbeing of children and young people. This policy is to support students with medical needs to have equal access to all educational opportunities.
- 1.2 This policy should be read in conjunction with DfE 2015 “Supporting students at Sixth Form with medical conditions” which sets out the legal framework for the health and safety of students and staff.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-students-at-Sixth-Form-with-medical-conditions.pdf
- 1.3 This policy provides general guidance regarding the administration of medicines and the implementation of medical care within WMSF.
- 1.4 Any student with significant or complex medical needs will have an Individual Health Care Plan. Please see Section 3.

2. Meeting Health Care Needs in Sixth Forms: Who is Responsible?

- 2.1 It is important that responsibility for students’ safety is clearly defined and that each person involved with a pupil with medical needs is aware of what is expected of them. Close co-operation between Sixth Forms, parents, health professionals and other agencies is crucial in order to help provide a suitably supportive environment for students with medical needs to enable them to participate fully in the Sixth Form’s activities.

2.2 Parents and Guardians:

- Must provide current contact details including up to date telephone number and email address.
- Are responsible for making sure that the student attends Sixth Form when well enough to do so.
- Should provide the Sixth Form with sufficient information about any health care needs, special dietary requirements and treatment.
- Should collaborate with health professionals and the Sixth Form to enable an individual health care plan to be drawn up including asthma and allergy plans when these conditions are severe and significantly impact engagement and participation in their education.
- Must ensure that any required medication is available in the Sixth Form with its original pharmacy label.
- Must provide written consent to medication being given by Sixth Form staff.
- Must provide new medication when medication expires.
- Keep the Sixth Form updated with any changes to medical needs.

2.3 **Primary Care Trusts and Other Health Trusts:**

2.3.1 The Sixth Form Nurse will:

- Provide confidential advice, guidance and support re medical/health issues to students, parents, Sixth Form staff and local authorities
- Only share relevant information with professionals, on a need to know basis, especially when there are safeguarding concerns
- In conjunction with school staff will write students' Individual Health Care Plans and prioritise those with complex health conditions
- Provide appropriate training.
- Provide general health promotion advice via tutorial delivery and other methods as required.
- Review and update the medical needs register with the Medical Needs Co-ordinator on a termly basis.

2.4. **The Medical Needs Co-ordinator:**

Day to day decisions about health care needs will normally fall to the designated responsible person when on site. The Medical Needs Co-ordinator will support the Sixth Form to:

- be responsible for developing and implementing the Sixth Form medical needs policy and for developing detailed administrative procedures for meeting the health care needs of students. This must include thorough documentation of any medication that is administered to a student.

- make sure that all students, parents and staff are aware of the Sixth Form's policy and procedures for dealing with health care needs.
- Review and update the medical needs register with the School Nurse on a termly basis and ensure First Aiders and relevant staff are aware of any changes.
- ensure staff who help students with their health care needs (including administration of medication) receive proper support and training where necessary.
- consult with the relevant health professional regarding decisions relating to the attendance of students with communicable diseases or follow the guidelines obtainable from www.wiredforhealth.gov.uk .
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- ensure appropriate safe storage is available for medication.
- ensure that emergency medication such as asthma inhalers or adrenaline auto-injectors are immediately accessible and are within the expiry date.
- agree with the parents exactly what support the Sixth Form can provide for a child with health care needs.
- consult with the Sixth Form Catering Service regarding any special dietary requirement resulting from a medical condition as identified in the Individual Health Care Plan (see Section 3).
- Ensure there is an inventory of all medicines on site.
- Keep accurate and up to date records of students on the medical needs register and distribute IHCPs as requested by the Sixth Form Nurse will this be the responsibility of the school nurse?
- Liaise with hospitals and hospital Sixth Form SENCOs when students are likely to need long term hospitalisation and form an agreed plan for educational provision including access arrangements and a reintegration plan to WMSF
- Help organise staff training of specific medical conditions as and when required.
- Liaise with the Pastoral and Admin team about the collection of medical needs information.
- Share relevant information with tutors for UCAS applications and references as needed.

2.4.3 Teachers and Other Sixth Form Staff:

- have a duty of care to all students and to report student medical needs to the Medical Needs Coordinator.
- are expected to use their best endeavours and should particularly be made aware of appropriate actions in an emergency situation. These may be different for each student and should be communicated to all staff that may have contact with them.

- may wish to volunteer to administer medication.
- should have proper training and guidance if they volunteer to administer medicines.
- should contribute to risk assessments as appropriate.
- read and take note of any student in class with a medical need or IHCP.
- share medical needs information to the Nurse and Medical Needs Co-ordinator.
- follow all the steps in Educational Visits Policy 2020 with regards to individual medical needs

2.4.4 **Sixth Form Students:**

- should be involved as appropriate in the drawing up their own Individual Health Care Plan.
- should, if responsible for transporting medication, hand it directly to the Designated Person for safe storage.
- make themselves available as required to take their medication and take responsibility for doing so, unless they require specific support as detailed in their EHC plan or due to a disability.
- inform a member of staff if feeling unwell.
- are allowed, if competent to do so, to legally have in their possession prescribed controlled drugs.
- must not pass on to another student or adult (unless it is the Designated Person) any prescribed controlled drugs as this is an offence.
- provide a Sharps box when necessary ? would this not be the School Nurse?

3. Individual Health Care Plans

- 3.1 The main purpose of an Individual Health Care Plan (IHCP) for a student with significant medical needs is to identify what intervention and support is required in Sixth Form. It clarifies for staff, parents and the student anything that the Sixth Form can expect to provide and receive. In this way, the needs of each student can be addressed individually. Do we define a threshold for an IHCP here?
- 3.2 Sixth Form staff must not make judgements regarding medication and should follow the directions on the medication label.
- 3.3 The Plan should include how frequently and by whom the plan should be reviewed. This should be at least once a year, although this may be more frequently if appropriate, for instance if changes occur in the student's condition. See appendix ? for an example plan?

- 3.4 An Individual Health Care Plan may identify additional training and/or information required by staff. The Sixth Form Nurse is well placed to either provide or co-ordinate such training. The Sixth Form Nurse should be available for advice, support and co-ordination of care in relation to children and medical needs.
- 3.5 All staff should treat medical information confidentially. The extent to which information can be shared across agencies, for the benefit of the student should be agreed with the parent/student (as appropriate).
- 3.6 Staff will not generally be held responsible if they give incorrect medical assistance when appropriate information has not been made available to the Sixth Form.

4 **Risk Assessments**

- 4.1 Risk assessments form the basis of effective management of any risks associated with medical needs and/or the administration of medication in Sixth Forms.

Risk assessments should cover the following areas in as much detail as necessary:

- the area of risk;
- the individual risks identified;
- the control measures to eliminate the risks;
- any recommendations.

- 4.2 All risk assessments should be signed by all staff concerned and date; to ensure everyone is well informed. Risk assessments should be reviewed regularly or immediately in the event of any changes in medication or the medical condition of the student. Who is responsible for risk assessments? Do we need to review these as well?

5. **How Medication Comes into Sixth Form**

- 5.1 It is the responsibility of the parent/carer to ensure the Sixth Form is aware of any significant medical needs of their student prior to admission. Parents/carers should bring any medication needed into the Sixth Form in the containers supplied from the pharmacist labelled with the student's name, the dosage instructions and the expiry date of the medication and hand it to the Designated Person. If the medication is not labelled in this way, then it should not be administered and parents/carers should be contacted immediately to rectify this. Supplies of regular essential medication should be kept on site at all times, and parents may need to obtain extra supplies to accommodate this. Where is the medication stored? Who checks expiry dates? Is there a log of medication, when it is received, used and expired?

- 5.2 Parents/carers will need to sign a consent form available from (appendix?) the sixth form stating clearly the type of medication, dosage and times. In some cases, the student can do this themselves. This should be kept with the medication. Parents/carers and students need to know they have a responsibility to notify the Sixth Form immediately of any change to the medication including dosage or timing. If new medication is brought in with different dosage or times a new consent form will need to be completed. Does this need to be highlighted with it's own bullet point? Staff need to be clear about the Sixth Form's procedures for the storage of medication How is this done? Yearly briefing as part of Safeguarding update?. The Designated Person will be in charge of this and will provide all the necessary documentation to the parent/carer (and the link person if they have an EHCP).
- 5.3 If a student is prescribed medication on a medium or long-term basis (i.e. more than one week), it is anticipated that parents/carers/student will request an additional set of the prescribed medication with printed advice from the pharmacist/GP, and any other relevant information regarding administration of the medication, to provide to an appropriate member of staff. Parents/carers/students will be asked to complete the all necessary paperwork provided by the Designated Person.
- 5.4 Parents/carers of students prescribed medication for less than one week should contact Sixth Form and advise them that their child will require the administration of the medication and should then arrange with the sixth form to deliver the medication with printed advice from the pharmacist/GP, and any other relevant information regarding administration of the medication, to an appropriate member of staff. Parents/carers will be asked to complete all necessary paperwork. In most cases, the student will be able to administer the medication themselves. Does there need to be a phrase to cover those students/parents who do not inform the WMSF of short-term medication use?

6. **Storage and Access**

- 6.1 All medication should be stored safely, preferably in a secure place specifically designated for that purpose. This storage place should not be accessible to students and should preferably be in an area supervised by staff. The designated place will be the General Office. Who has access? How is it accessed?
- 6.2 Care should be taken to store medication at the correct temperature. Some medication will need to be refrigerated, this can be kept in a refrigerator containing food, however, it must be in an airtight container and clearly labelled.
- 6.3 Large amounts of medication must not be stored by Sixth Form. Are students asked to provide 1 month at a time to prevent this? If medication is kept in a locked cupboard

all staff should know where to obtain the keys to the medicine cabinet in case of emergencies. Who are the staff with access?

- 6.4 Emergency medication and regular daily medication should be carried in a safe manner by staff whenever the pupil is taken out of Sixth Form e.g. on an educational visit. When medication is taken out of Sixth Form it should be signed for, by the responsible member of staff, and signed back in on return to Sixth Form.
- 6.5 Each time medication is given to a student there must be a written record signed by the member of staff who administered the medication. It is good practice to have a second member of staff witness the administration of medication, however this will not always be possible.
- 6.6 Careful checks must be kept of expiry dates of all medication. Checked half-termly by Medical Needs Coordinator?
- 6.7 Some students will need immediate access to their own medication for conditions such as asthma. Medicines and devices such as asthma inhalers, blood glucose testing meters and ADRENALINE AUTO-INJECTOR pens should be easily available to the students and not be locked away.

7. Administration

- 7.1 The Principal is responsible for implementing the Sixth Form's policy on medication and drawing up relevant procedures for staff to follow. Teachers and non-teaching staff do not have any obligation to administer medication, however they can volunteer to undertake this duty, as long as they are appropriately trained. It is the responsibility of the Principal to arrange for appropriate training in different procedures. Medical training log of staff and First Aiders?
- 7.2 If staff follow the Sixth Form's documented procedures they will normally what are the cases where they are not covered? be covered by their employer's liability insurance in the event of a parent/carer making a claim. Alternatively parents or carers may be invited to attend Sixth Form at appropriate times to administer their child's medication. Some parents/carers may prefer to do this.
- 7.3 It is good practice to allow students, who can be trusted to do so, to manage their own medication from a relatively early age depending on their degree of maturity. This should be considered in agreement with parents/carers and written parental consent will be needed. Staff should supervise students who administer their own

medication, and the guidance for the storage of medication still needs to be followed.

- 7.4 If students refuse to take their medication, Sixth Form staff should not force them to do so. Parents/carers should be informed immediately and, if necessary, the Sixth Form should call the emergency services. It should also be logged and reported to the DSL that the student has refused to take their medication.
- 7.5 If a student appears to have not taken his/her medication before arriving at Sixth Form, staff should contact the parents/carers and ascertain whether this is the case. Sixth Form staff cannot administer additional medication unless parents/carers confirm that their child has not had their home dosage.
- 7.6 Students who require regular medication should preferably have an Individual Health Care Plan drawn up before they start Sixth Form, in liaison with the Sixth Form nursing staff. Does this need to be clarified further? If the student has been identified as being 'at risk', has an EHCP or disability?

8. **Non-Prescribed Medication or Alternative Remedies**

- 8.1 Some students may occasionally benefit from receiving non-prescribed medication, or alternative remedies, however these can only be given with the written permission of parents requesting that Sixth Form staff do this under particular circumstances. This medication also needs to be supplied by the parents/carers in a clearly labelled container, as for prescribed medications, and should be stored as other medicines.

9. **Prescribed Medication**

- 9.1 Prescribed medication can only be given to the student if all the procedures above are completed. If a student has been prescribed short-term medication for an illness and the medication cannot be taken entirely outside of Sixth Form, a consent form needs to be completed by parents/carers, as long as the student is fit enough to return to Sixth Form. It is the responsibility of the parent and student to inform WMSF about short-term prescribed medications so that the medical needs policy and procedures can be followed..
- 9.2 It is the responsibility of the parent/carer/student to collect and dispose of any unwanted/expired medications and bring in new unexpired medication. If medication is not collected within one month of notification to the parent/carer/student, it will be taken to a local pharmacy for disposal? School nurse to advise on methods of safe disposal.

10. Record Keeping

10.1 Administration of medication in any Sixth Form or educational setting requires careful record keeping for safety, for the protection of the student and for the protection of staff and the Sixth Form.

10.2 Sixth Forms will need to keep records for the following: -

- Medication (prescribed and non-prescribed) administered or supervised
- Individual Health Care Plans for students who have significant medical needs
- Notification from parents/carers giving consent regarding medication issued.
- List of students who have declared a medical need.
- Inventory of medication on site
- Staff training dates and courses
- First Aider list

10.3 Training records:

- Careful records of medication and administration must be kept in order to avoid the risk of double dosing.
- All records referred to in this policy will be kept for a period of 6 years.

Although there is not a legal requirement for Sixth Forms to keep records of medication given to students and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures.

10.4 Records concerning Individual Health Care Plans should be transferred with the student to subsequent Sixth Forms throughout their Sixth Form career.

10.5 Authorisation regarding medication should be sought by Sixth Forms on entry to each subsequent Sixth Form and records updated accordingly.

10.6 Parents/Carers or the student themselves are responsible for supplying information about the medication they need to take at Sixth Form and for letting the Sixth Form know of any changes to the prescription or the support needed. The parent or doctor should provide details of the:-

- Name of the medication
- Dosage
- Method of administration
- Time and frequency of administration
- Other treatment (if appropriate)

- Side effects- if any

11. **Sixth Form Trips/Educational Visits**

11.1 Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures and should be appropriately trained. The Medical Needs Register should always be checked by the trip leader when writing the risk assessment. Trips should be carried out in line with the Educational Visits Policy 2020

12. **Confidentiality**

12.1 Sixth Forms should endeavour to maintain confidentiality concerning the medical needs of students, however, in the interests of safety some medical information relating to a student's condition and treatment may need to be made available to Sixth Form staff. This will need to be discussed at the meeting convened to arrange an Individual Health Care Plan.

12.2 Sometimes it will be appropriate for a photograph to be kept with the Individual Health Care Plan. Normally these will be displayed in areas where students have restricted access e.g. staffroom/office. This will be discussed with parents/carers/students as appropriate.

13.0 **Emergency Procedures**

13.1 All staff should know how to call an ambulance in the event of a medical emergency arising, and be aware of who is responsible for carrying out the appropriate emergency procedures. If an ambulance is required, it should be summoned immediately, preferably while someone else administers any first aid procedures that may be required. To assist the ambulance service and avoid delay, the caller must give as much information as possible.

13.2 If emergency medication is given to a student, to treat, for example, a severe allergic reaction (anaphylaxis), or a seizure, an ambulance may still need to be called. This should be specified in the student's Individual Health Care Plan.

13.3 A designated 'First Aider', or anyone who has received appropriate training should carry out emergency First Aid procedures.

13.4 If a medical emergency arises, parents/carers should be informed as soon as possible.

13.5 A student taken to hospital by ambulance should be accompanied by a member of staff who should remain until the student's parent(s) arrives. Generally staff should not take students to hospital in their own car. However, in an emergency, it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

14. **Disposal of Out of Date/Unnecessary Medication**

14.1 Medication should be checked regularly for expiry dates. Any out of date medication or any which is not needed for the student any longer must be returned to the parents/guardians for the student by the Designated Person

15. **Disposal of Medical and Routine Waste**

15.1 Medical Waste Including Sharps

All medical waste must be disposed of in a yellow Clinical Waste Disposal Bag. Arrangements for the supply and removal of these bags can be made through ALCO (0191 4148992) or any other sanitary waste operative. Sharps boxes if required should be provided by the student, as they can get them from their GP or hospital clinic.

Used ADRENALINE AUTO-INJECTORS should always go with the student to hospital, so that the doctors know exactly what dose was administered and for correct disposal. The student may recover quickly following ADRENALINE AUTO-INJECTOR administration, but must **always** go to hospital because there can be a secondary anaphylactic reaction within the following 12-24 hours.

15.2 Routine Waste (e.g. gloves, wipes etc.)

All this type of waste needs to be double bagged:

- All gloves, wipes etc. should be placed in a plastic bag, which should then be securely fastened (supermarket) carrier bags are useful for this purpose).
- This bag should be placed in a separate bin, lined with a plastic bin liner.
- When this bin is emptied the bin liner bag should also be tied tightly at the top before being disposed of in a council waste bin.

16. **Emergency and complaints procedure**

16.1 Emergency:

- Where a student has a IHCP there should be clarity as to what constitutes as an emergency and a clear explanation of what to do ensuring staff are aware of emergency symptoms and procedures.
- Students should know in general terms what to do in an emergency – unless First Aid trained the students should inform a member of staff immediately if they think help is needed.
- Staff will follow the Educational Visits Policy 2020 guidelines with how to deal with emergencies dependant on the venue they are visiting. A full trip risk assessment is needed before the start of the trip.
- If a student is taken to hospital, staff should stay with the student until the parent arrives or accompany a student to hospital by ambulance.
- The Sixth Form needs to ensure they know how to access local emergency services and that the correct information is provided over the phone for navigational purposes.

16.2 Complaints:

- Should parents be unhappy with the support received for a student with medical needs they should discuss this directly with the Medical Needs Co-ordinator
- If the matter is not resolved a formal complaint can be made in line with the WMSF Complaints Procedure.

17. COVID-19 Updates

WMSF recognises the heightened risk of some students with medical needs from the current Covid-19 pandemic. As our students' needs are varied, and not all will be affected, whether the student attends has to be an individual decision that the student makes in consultation with parents/guardian and their attached medical professional if required. Staff at WMSF will endeavour to support any student who needs to self-isolate, quarantine or shield due to their health needs.