



FAST FORWARD Direction Thru Music
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FAST FORWARD Medical Emergency Policy

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on will attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Introduction and general policies.

The staff at FAST FORWARD are wholly committed to pursuing a policy of inclusive education that welcomes and supports Learners with medical conditions. This policy is designed to support the management of medication and medical care within our organisation and to support individual Learners with medical needs.

Aim

To provide a clear policy that is understood and accepted by all staff, parents and Learners, providing a sound basis for ensuring that Learners with medical needs receive proper care and support in alternative education, and that for such Learners attendance is as regular as possible

The policy includes:

- A clear statement of parental responsibilities in respect of medicines
- Roles and responsibilities of staff administering medicines
- Procedures for managing prescription medicines which need to be taken in the provision day
- Procedures for managing prescription medicines on outings and trips
- Written permissions from parents for medicines
- Circumstances in which Learners may take non-prescription medicines
- Assisting Learners with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The provision's emergency procedures
- Risk assessment and management procedures. Management of medical conditions.

Responsibilities

Trained First Aiders

Steve Lee
Chris Goss

a) Parents or guardians have prime responsibility for their Learners' health and should provide the FAST FORWARD Provision with up-to-date information about their Learners' medical conditions,

treatment and/or any special care needed. If their Learners has a more complex medical condition, they should work with a designated member of the team or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the provision in managing any medical needs and potential emergencies. It is the parent/carers responsibility to make sure that their Learners is well enough to attend the provision.

b) There is no legal duty which requires staff to administer medication; this is a voluntary is a voluntary role. While teachers and staff have a general professional duty to safeguard the health and safety of their Learners and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on Learners' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

c) The policy of this is not to administer medication or medical care unless the learners have a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The head teacher accepts responsibility, in principle, for provision staff administering or supervising the taking of prescribed medication or medical care during the provision day only where it is absolutely necessary.

Prescribed medicine

a) Prescribed medicines should only be brought to FAST FORWARD when essential; that is, where it would be detrimental to a Learners' health if the medicine were not administered during the day at FAST FORWARD. Medicines prescribed 'three times a day' should be administered "before provision, after provision and at night". This organisation recognises in extreme cases (as stipulated by a doctor in writing), and agreed by the Provision Manager, that staff may administer medication following completion of Form 3A, with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicine. However, parents and carers are allowed into FAST FORWARD to administer medication if they so desire.

b) Exceptions to this are Learners on health care plans who have individual medical needs requiring emergency medication to treat specific conditions, such as anaphylaxis.

c) This organisation will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the learners' name, prescriber's instructions for administration and dosage

None prescribed medicine

Non-prescribed medicines will only be administered with prior written permission from parents in extreme circumstances such as residential trips. Staff will check the medicine has previously been administered without adverse effect. Staff will never administer medicines containing aspirin unless prescribed by a doctor.

Staff will never administer medication containing ibuprofen to Learners who are asthmatic.

Administering medicine

a) This organisation recognises no Learners under 16 should be given medicines without their parent's written consent. Any member of staff administering medicines to a learners should check: • **The Learners' name** • **Name of medication** • **The prescribed dose** • **Expiry date** • Written instructions provided by the prescriber on the label or container If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

b) A written record must be kept following administration of medicines to Learners.

c) If a Learners refuses to take a medicine, staff will not force them to do so, but will record this to parents/carers and will be notified of the refusal.

Where a learner has a chronic illness, medical or potentially life-threatening condition, the organisation will initiate a health care plan to meet individual needs and support the learners. This will be drawn up by health care professionals in consultation with the Learners' parents or guardians and will contain the following information:

• Definition and details of the condition • Special requirements e.g., dietary needs, pre-activity precautions • Treatment and medication • What action to take/not to take in an emergency • Who to contact in an emergency • Staff training where required • The role the staff can play • Consent and agreement.

Record keeping

a) Parents should tell the provision about the medicines their Learners needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. These should include:

• Name of Learners • Name of medicine • Dose • Method of administration • Time/frequency of medication • Any side effects • Expiry date

b) Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each academic year. These are collated by the First Aid coordinator and registered and recorded in each class medical folder and in the first aid room folder. All staff have access to this information and actions to take in an emergency.

c) Learners with food allergies have their photographs and details displayed in the catering manager's office to ensure that food products are safe for Learners.

d) Updated medical conditions and reviews of policies and practice are monitored and disseminated by the First aid coordinator in liaison with the Director as they are presented.

Storing medicines

a) Staff will only store, supervise and administer medicine that has been prescribed for an individual Learners. Medicines must be stored safely in the pharmacist's original container and clearly labelled with the Learners' name, the dosage and instructions for administration.

b) Non-emergency prescribed medication is stored with the consent Form 3A in the provision office. Medication requiring refrigeration is stored in the Designated Areas in the kitchen fridge.

c) Emergency medications such as Epi-pens and asthma inhalers should be readily available in a clearly labelled container in the class teacher's cupboard. Learners should know where their medicines are stored; they should not be locked away.

d) Parents are ultimately responsible for checking expiry dates on their Learners medicines and replacing as necessary. The First Aid coordinator will also check medication expiry dates twice a year.

Disposal of medicines

a) Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each year. Any medicines that have not been collected should be taken to a local pharmacy for safe disposal.

b) Sharps boxes should always be used for the safe disposal of needles. Parents should obtain these from their Learners' GP and return to a pharmacy for safe disposal.

Emergency procedures

a) All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider.

b) All staff are aware of Learners on a health care plan and understand the need to follow agreed emergency support.

c) All staff know how to call the emergency services; guidance is displayed on the provision office noticeboard.

d) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their Learners to hospital. If this is not possible, a member of staff will accompany the Learners to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

Educational visits and residentials

a) The FAST FORWARD actively encourages Learners with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable Learners with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support Learners. Additional staff/adults will be considered for this purpose.

b) Prior to an overnight/residential trip, parents must complete an up-to-date medical questionnaire about learners' current general health and medication. Prescribed medication will be administered, providing parents have completed Form 3A. Parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia if required. Where this is refused, parents are requested to discuss alternative support measures with staff.

c) Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of care and support plans will be taken on all visits as well as emergency medication that may be required.

Staff training

a) FAST FORWARD holds training on common medical conditions once a year; this is delivered relevant health care professionals. A log of staff training is kept and reviewed every 12 months to ensure new staff receive training. In Shared Secure Area of Training.

b) Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin. The provision keeps a register of staff who have undertaken the relevant training. Only staff who have received this training should administer such medications.

Medical conditions

Asthma

FAST FORWARD recognises that asthma is a widespread, potentially serious, but controllable condition and encourages Learners with asthma to achieve their potential in all aspects of provision life.

a) Parents have a duty to inform staff if their Learners is asthmatic. Preventative inhalers should be provided and labelled with the learners and class name. These should be kept in an assigned

container within the teacher's cupboard and accompany the Learners if they are educated outside the premises. Such as during practical angling/working sessions.

b) Learners with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required, and the learners may need support to use this.

c) A record sheet to record the frequency of an inhaler use can be found in each class medical folder.

d) Parents should be notified when a Learners has used an inhaler excessively or more regularly than usual.

e) Learners with asthma are listed in the provision's referral forms, found in learners' profiles and referral documents.

Head injuries

a) Learners who sustain a head injury **MUST** be reviewed by a First Aider within the provision. If a learner has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their Learners personally. Where there are no residual effects, the learners can remain at FAST FORWARD whilst being observed. A head injury advice sheet must be completed and sent home with the routine accident record slip. Advise to learners to attend A&E as a precaution.

Epilepsy, anaphylaxis and diabetes

Parents have a duty and responsibility to notify the provision if their Learners has any of these conditions and should provide details of any treatment and support, they may require in provision. Relevant health care professionals will liaise between parents/guardians and provision personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will usually be compiled, detailing the course of action to be taken.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th September 2022 / Review 31st August 2023.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.