

Medical Conditions Policy 2018-2020

Author:	
Approval needed by:	Trust Board
Consultation required	LGB
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Date of next review:	September 2020

POLICY STATEMENT

The Academy is an inclusive community that welcomes and supports students with medical conditions.

This Academy provides all students with any medical condition the same opportunities as others.

The Academy makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This Academy understands the importance of medication and care being taken as directed by healthcare professionals and parents and carers.

All staff understand the medical conditions that affect students at this Academy. Staff receive information or training on the impact medical conditions can have on students when appropriate.

The named member of Academy staff responsible for this medical conditions policy and its implementation is:

Mr Paul Galloway

Policy Framework

The policy framework describes the essential criteria for how the Academy can meet the needs of children and young people with long-term medical conditions.

This policy should be read in conjunction with the Accessibility Plan.

1. This Academy is an inclusive community that supports and welcomes students with medical conditions.

1.1 The Academy is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both Academy based and out of the Academy) as other students. No child will be denied admission or prevented from taking up a place in this Academy because arrangements for their medical condition have not been made.

- The Academy will listen to the view of parents and carers.
- Students and parents/carers feel confident in the care they receive from the Academy and that the level of that care meets their needs.
- Staff understand the medical conditions of students at the Academy and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

- All staff understand their duty of care to children and young people.
- The Academy and local health community understand and support the medical conditions policy.
- The Academy understands that all children with the same medical condition will not have the same individual needs.
- The Academy recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.
- The Academy offers a medical service to accommodate the needs of students with medical conditions – see Appendix 1

2. The Academy’s medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the academies and health settings and updated accordingly.

- Stakeholders include students, parents/carers, academy nurse, academy staff, governors, the academy employer, relevant local health services and relevant supporter organisations.

3. The Academy’s medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- Students, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4. All children with a medical condition should have a Medical Care Plan.

- A Care Plan details exactly what care a child needs in the Academy, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child’s learning, behaviour or classroom performance.

5. All staff understand what to do in an emergency for children with medical conditions at the Academy.

- All Academy staff, including temporary or supply staff, are aware of the medical conditions at the Academy and understand their duty of care to students in an emergency.

- The Academy employs 2 Health Advisors and a team of First Aiders who will respond in emergencies.
- A student's Care Plan should, explain what help they need in an emergency. The Care Plan will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the Care Plan for sharing the Plan within emergency care settings.

6. All staff understand the Academy's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- The Academy employs 2 Health Advisors and a team of First Aiders who will respond in emergencies.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken to hospital by ambulance. They will not take students to hospital in their own car unless it is deemed that no suitable alternative is available and there is a clear risk to the student otherwise. The Academy minibus may also be used to transport students in need of medical attention.

7. The Academy has clear guidance on providing care and support and administering medication at school.

- The Academy understands the importance of medication being taken and care received as detailed in the student's Care Plan.
- Medication will only be administered to students following written consent from parents or carers (via a medical administration form). All medication stored by the Academy is to be kept in its original container, clearly labelled with the student's name and the type of medication.
- The Academy will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. The Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The Academy's governing body has made sure that there is the appropriate level of insurance and liability cover in place
- The Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent or carers written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.

- When administering medication, for example pain relief, the Academy will check the maximum dosage and when the previous dose was given. Parents/Carers will be informed. The Academy will not give a student under 16 aspirin unless prescribed by a doctor.
- The Academy will make sure that staff who are to accompany a student with a medical condition on an off-site visit, including overnight stays, will be made aware of the needs of the student and the care needed.
- Parents/Carers at the Academy understand that they should let the Academy know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent/carers are informed as soon as possible and the Academy's disciplinary procedures are followed.

8. The Academy has clear guidance on the storage of medication and equipment at the Academy.

- The Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the academy and on off-site activities, and is not locked away. Students may carry their emergency medication with them if this is deemed appropriate and safe for others e.g. EpiPen
- Students may carry their own medication/equipment e.g. *Piriton, Salbutamol etc*, or they should know exactly where to access it. All medication is to be handed into the medical room on arrival in the Academy.
- Students in the Academy may not carry with them Ibuprofen or Paracetamol.
- Students may not carry controlled drugs e.g. *Ritolin*. The Academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at the Academy can administer a controlled drug to a student once they have had specialist training.
- The Academy will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- The Academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/Carers are asked to collect all medications/equipment at the end of the Academy term, and to provide new and in-date medication at the start of each term.

- This Academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the Academy and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. The Academy has clear guidance about record keeping.

- Parents/Carers at the Academy are asked if their child has any medical conditions on the enrolment form.
- The Academy uses a Care Plan to record the support an individual student needs around their medical condition. The Care Plan is developed with the student (where appropriate), parent/carer, academy staff, specialist nurse (where appropriate) and relevant healthcare services.
- The Academy has a centralised register of Care Plans and an identified member of staff has the responsibility for this register.
- Care Plans are regularly reviewed, at least every year or whenever the students' needs change.
- The student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the Care Plan. Other Academy staff are made aware of and have access to the Care Plan for the students in their care.
- The Academy makes sure that the student's confidentiality is protected.
- The Academy seeks permission from parents/carers before sharing any medical information with any other party.
- The Academy meets with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's Care Plan which accompanies them on the visit.
- The Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The Academy makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, so that they are confident to provide the necessary support and that they fulfil the requirements set out in the student's Care Plan. This should be provided by a specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and that the Academy keeps an up to date record of all training undertaken and by whom.

10. This Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The Academy is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This Academy is also committed to an accessible physical environment for out-of-school activities.
- The Academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge to help prevent and deal with any problems. They use opportunities such as CPSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The Academy understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of Academy clubs and team sports.
- The Academy ensures that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- The Academy makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- The Academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the Academy as any other child, and that appropriate adjustments and extra support are provided.
- All Academy staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. The Academy will not penalise students for their attendance if their absences relate to their medical condition.
- The Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- The Academy makes sure that a risk assessment is carried out before any out-of- academy visits. The needs of students with medical conditions are considered during this process and

plans are put in place for any additional medication, equipment or support that may be required.

11. The Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks.

- The Academy is committed to identifying and reducing triggers both at school and out of school visits.
- The Care Plan details an individual student's triggers and details how to make sure the student remains safe throughout the whole academy day and out of academy activities. They ensure that the holistic needs of the student are being met at all times.
- Risk assessments are carried out on all out of academy activities, taking into account the needs of students with medical needs.
- The Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes Academy policy according to these reviews.

12. Where a child is returning to the Academy following a period of hospital education or alternative provision (including home tuition), this Academy will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- The Academy works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

13. Each member of the Academy and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- The Academy works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The Academy is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14. The medical conditions policy will be regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, the Academy seeks feedback from key stakeholders including students, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the academy employer. The view of students with medical conditions are considered in the evaluation process.

Appendix 1

The de Ferrers Academy Medical Service

The Academy offers a genuine first aid/medical facility on both campuses. These are run by **Kay Woodward and Helen Black**. The facility also offers an opportunity for students to access medication whilst in school.

It is not a doctor's surgery or pharmacy.

Medical Passes

A number of students across all year groups have been issued with a medical pass. This may allow them immediate permission to leave a room and either visit the medical room or WC.

These passes will be issued to individual students with a specific colour scheme.

Red - Known serious medical condition. Please allow student to leave the lesson immediately, to go to S&G/medical room. (eg diabetic)

Amber - Known medical condition usually well controlled. Please use own judgement/discretion as to whether to let them leave immediately or whether it will wait until break time. (eg epiPen user/asthmatic)

Green – permission to go to the toilet and return to lesson

If students are regularly leaving lessons for an extended period of time or numerous times or causing suspicion of misuse of the medical pass, please contact Kay Woodward or Helen Black.

In addition, temporary passes will be issued if a student needs to leave a lesson at a specific time to take medication. These will be date stamped.

Alternative Access

Students should be sent to the medical room if there is a genuine first aid requirement. For example, this may be for:

Nose bleeds

Minor allergic reactions

Minor burns

Migraines - likely clinically diagnosed

Cuts/grazes

Dental issues

For more serious cases, a First Aider should be called to attend the scene – this should be Kay Woodward or Helen Black wherever possible. For example, this may be:

Unconscious students

Fits

Asthma attack - struggling to breathe

Major knocks

Head or neck injuries (even potential)

Potential fractures, dislocations

Diabetic students

Severe allergic reactions

If a situation occurs that you would consider requires calling 999, **please do so immediately.**

Disallowance

Students will not generally be allowed into the medical room for the following issues (except where a medical pass has been issued):

Headaches – suggest pass out given by the teacher to get a drink and return to a lesson

Migraines – students are expected to be sent home

Period pains – heat packs not to be issued without medical pass (student controlled)

Minor knocks – they may visit the nurse at break-time if the condition has worsened

Minor stomach ache

Minor nausea

Medication

Paracetamol will **not** be issued unless in extreme circumstances.

The medical rooms do not stock or supply hayfever medication, cough/cold remedies, period pain relief etc.

Medication will only be given if they are supplied from home in a labeled box (name and dose etc.) and a completed consent form.

Staff must use professional judgment when deciding what action to take in a lesson. If a student is to leave the room without a medical pass, the member of staff must provide a note for the student, which is signed and dated.