



MEDICAL CONDITIONS POLICY

Author:	The Trust Director for Safeguarding
Approval needed by:	The Trust Board
Consultation required	LGB
Adopted (date):	17 December 2019
Date of next review:	December 2020

This policy is based on statutory guidance within: Supporting Pupils at the academy with Medical Conditions (April 2014), Diabetes UK advice and The Medical Conditions in Academy framework guidance.

This policy is reviewed at least annually by the Board of Trustees, and was last reviewed in November 2020.

Mission Statement

Our vision - To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background.

Our values "WORK HARD, BE KIND, CHOOSE WISELY" are the foundations of our Trust and the communities we serve.

Policy Statement

This academy is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition the same opportunities as others. In our academy we seek to promote justice, equality of opportunity and fair treatment in a safe and nurturing environment. We work towards overcoming barriers to enable the achievement, growth and development of each individual. We recognise that students with physical or mental health difficulties may need extra and/or specific resources in order to access the full curriculum.

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.

The academy understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The academy understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this academy. Staff receive training on the impact medical conditions can have on students.

The academy has a medical team comprising of health care assistants and first aiders located across three sites.

1. Policy Framework

The policy framework describes the essential criteria for how the academy can meet the needs of students with long term conditions.

This academy is welcoming and supportive of students with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (academy based) 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.

1. This academy will listen to the views of students and parents.

2. Students and parents feel confident in the care they receive from this academy and the level of that care meets their needs.
3. Staff understand the medical conditions of students at this academy and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
4. All staff understand their duty of care to students and know what to do in an emergency.
5. The whole academy and local health community understand and support the medical conditions policy. The health care assistants for the academy can be contacted on 01283 247781 (Dove) or 01283 247694 (Trent).
6. The academy understands that all students with the same medical condition will not have the same needs.
7. The academy recognises its duties in the Children and Families Act 2014 relating to students with a disability or medical condition.

2. The academy's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings.

1. Stakeholders include the academy based health care assistants, Governors and the trustees.
2. The medical conditions policy is supported by a clear communication plan for staff and parents and other key stakeholders to ensure its full implementation.
3. The academy medical conditions policy will be available on the academy website and available to parents by ordering a hard copy from the academy.

3. All staff understand and are trained in what to do in an emergency for students with a medical condition at this academy.

1. All academy staff, including temporary or supply staff are aware of the medical conditions at this academy and understand their duty of care to students in an emergency.
2. All staff receive training in what to do in an emergency and this is refreshed at least once a year.
3. Some students with a medical condition at this academy have an individual healthcare plan (IHP), (annually the academy based health care assistants

are consulted on current medical conditions and agree who should have an IHP) which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

4. All staff including temporary or supply staff, know what action to take in an emergency and receive updates regularly which is at least annually.
5. 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 in their own car.

4. This academy has clear guidance on providing care and support and administering medication at the academy.

1. This academy understands the importance of medication being taken and care received as detailed in the student's IHP.
2. The academy will ensure there are several members of staff who are trained to administer the medication where this may be necessary and meet the care needs of an individual child.
3. The Trust Board Trustees has made sure there is the appropriate level of insurance and liability cover in place.
4. The academy will not give medication (prescription or non-prescription) to a student without a parent or carer's written and verbal consent except in exceptional circumstances where the medication has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.
5. The academy will not give a student aspirin unless prescribed by a doctor.
6. When administering medication, the academy will check the maximum dosage and will check when the previous dose was given.
7. The academy will ensure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
8. Parents and Carers at this academy understand that they should let the academy know immediately if their child's needs change.

9. If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the academy disciplinary procedures are followed.
10. If a parent/carer completes a medical consent form, they need to ensure that the medication is labelled with the name of student.

5. This academy has clear guidance on the storage of medication and equipment

1. This 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 academy and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
2. Students may carry their own medication/equipment or they will know exactly where to access it.
3. Students can carry controlled drugs if they are competent, otherwise the academy will keep controlled drugs stored securely, but accessibly, with only named staff having access.
4. Staff at this academy can only administer a controlled drug to a student once they have had specialist training.
5. This academy will make sure that all medication is stored safely, and that students with medical conditions know where their medication is at all times and have access to it immediately.
6. This 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.
7. Parents and carers are asked to collect all medications/equipment at the end of the academy term/year and to provide new and in-date medication.
8. This academy disposes of sharps and needles in line with local policies. Sharp boxes are kept securely at academy and are collected and disposed of in line with local authority procedures.

6. This academy has clear guidance about record keeping.

1. Parents and carers at this academy are asked if their child has any medical conditions within the enrolment procedure.

2. Where appropriate the academy uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, academy staff, specialist nurse (where appropriate) and relevant healthcare services.
3. The academy has a centralised register of IHP's, and an identified member of staff has responsibility for this register.
4. IHP's are reviewed regularly, at least every year or whenever the student's needs change.
5. This academy ensures the student's confidentiality is protected.
6. The academy will seek permission from parents before sharing any medical information with any other party.
7. Where appropriate the academy meets with the student, 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 on the student's IHP which accompanies them on the visit.
8. The academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
9. This academy makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse, academy based health care assistants, other suitably qualified healthcare professional and/or the parent. The academy keeps an up-to-date record of all training undertaken and by whom.

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

1. This academy is committed to providing a physical environment accessible to students with medical conditions and also committed to an accessible physical environment for out of academy activities.
2. This academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended academy activities and residential visits.

3. All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the academy's anti bullying policy, to help prevent and deal with any issues. They use opportunities such as personal, health and social education (PHSE) and science lessons to raise awareness of medical conditions and to help promote a positive environment.
4. The academy understands the importance of all pupils 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.
5. This academy understands 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.
6. This academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at academy as any other child, and that appropriate adjustments and extra support are provided.
7. All academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This academy will not penalise students for their absences and attendance if they relate to their medical condition.
8. The academy will refer students with medical conditions who are finding it difficult to keep up educationally to the Special Educational Needs and Disability Coordinator (Sendco) who will liaise with the student (where appropriate), parent and the student's healthcare professional.
9. Students at this academy should learn what to do in an emergency.
10. This academy makes sure that a risk assessment is carried out before any out of academy visit, including work experience and educational placements. The needs of the 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.

8. 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.

1. The academy is committed to identifying and reducing triggers both in academy and on out of academy visits.

2. Academy staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
3. The IHP details an individual pupil's triggers and details how to make sure the student remains safe throughout the whole academy day and on out of academy activities. Risk assessments are carried out on all out of academy activities, taking into account the needs of pupils with medical needs.
4. The academy reviews all medical emergencies and incidents to see how they could have been avoided and changes academy policy according to those reviews.

9. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are annual unless a need arises for this to be sooner.

In evaluating this policy, the academy seeks feedback from key stakeholders including students, parents, academy healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff and governors and trustees. The views of students with medical conditions are central to the evaluation process.

10. Complaints

Should parents/carers or students be dissatisfied with the support provided and wish to make a complaint the complaints policy can be found on the academy website. Concerns should first be discussed with the academy and if that does not resolve the issue then parents/carers or students can make an official complaint via the academy complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within section 496/497 of the Education Act 1996 and other attempts at resolution have been exhausted. Ultimately parents/carers (and students) are able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

11. Academy Procedure

The academy will seek to support the student with a medical condition in accessing the curriculum to the best of the student's ability. During a period of absence due to the medical condition the academy will take responsibility for ensuring adequate educational provision. This may involve seeking help from the Local Education department and/or hospital academy. When the student is ready to return the academy will assist the student in re-integrating back into the academy community.

The academy will seek to support the student by following the procedure:

1. When the academy is notified by a parent/carer of a student's difficulty in accessing academy as a result of a medical condition, the Principal, Assistant Principal responsible for that year, Head of Year and Form Tutor will aim to be notified **the same day** and information will be passed to the academy based nurse.

2. The academy based health care assistant will aim to contact the family within 48 hours to offer to meet with them to discuss the student's needs with the Head of Year and Assistant Principal.
3. The academy based health care assistant will aim to convene a meeting with the student, parents/carers, academy based nurse and any other relevant health care professional **within one week** of the academy being notified or as soon as the family is ready. At the meeting the student's difficulties in accessing the academy will be discussed and (where appropriate) an IHP will be drawn up. The academy based health care assistant will notify all the student's teachers of the IHP.
4. If there is a period when the child is too unwell to attend academy (or is prevented from accessing academy until such time as appropriate support is in place) the academy based health care assistant will arrange for Support and Guidance to keep in regular weekly contact with the family. This contact will be in the form of support and concern rather than 'monitoring'. Support and Guidance, Sendco and Tutor informed of developments **on a weekly basis** so that the situation can be continually reviewed. The Support and Guidance Team will offer the family information about other possible sources of support that may be available beyond the academy. Support and Guidance, in consultation with the Form Tutor, will try to assist the student in maintaining links with their class mates.
5. The parents/carers will be advised that the academy based health care assistant will then take on responsibility for co-ordinating the IHP. The academy based health care assistants will discuss with the Principal the student's need for support and agree the resources that will be put in place. The Principal will decide if there is a need to contact the Education Department for advice or additional resources.
6. Students who will require a Risk assessment and Personal Evacuation Plan, (PEEP) are consulted prior to returning to the academy by the academy based health care assistant. Parent/Carer and Student are required to be present when these assessments are being undertaken for example returning to the academy after an injury and the students' mobilising with the use of an aid (crutches). Students will not be able to access the stairs until they have been shown by the academy based health care assistant the safe drill to use while on the academy premises.
7. Governors will be informed of need and provision through either Student and Personnel or Health and Safety Committees.

Appendix 1

The de Ferrers Medical Service

The academy offers a genuine first –aid/medical facility across three campuses. These are run by the academy based health care assistants and supported by first aiders across the three sites.

If a student requests to see the academy based health care assistant about a non-urgent issue, they should seek to make an appointment during break and lunchtime.

If a member of staff considers a student needs to receive medical assistance in lesson they should send an able student to request this.

This is not a doctor's surgery or pharmacy

Medical Passes

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

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

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

Amber –Known medical condition usually well controlled. Please use own judgement /discretion as to whether to let them leave immediately (e.g. allergies asthma) or to send a student for help.

Green –Permission to access the toilet and then return to lesson.

If students are regularly leave lessons for an extended period of time or numerous times or causing suspicion of misuse of their pass please contact the academy based nurse on extension 49 (Dove) and extension 40 (Trent)

In addition, 'Temporary Passes' will be issued if a student needs to take prescribed medication. These will be date stamped.

If a student requires First Aid during the academy day, a first aider should be called to attend. Wherever possible this should be the academy based health care assistant.

For example, this maybe; unconscious students, fits, major knocks, head or neck injuries (even potential), diabetic students, severe allergic reactions.

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

First Aid or requiring a Nurse/Ambulance

First Aid is defined as (in the case of serious injury) treatment for the purpose of preserving life and minimising the consequences of injury and illness until the assistance of a medical practitioner can be sought.

Or in non-serious situations:

Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

We have the following trained staff at de Ferrers in addition to the academy based health care assistants and an ongoing commitment to training in this area.

Appointed person (AP)

Emergency first aid at work (EFAW)

First aid at work (FAW)

Useful Contacts

Public Health England - gov.uk
Wellington house
133-155 Waterloo Road
SE1 8UG

PHE West Midlands North Health Protection Team
Stonefield house
St Georges Hospital
Corporation Street
Stafford ST16 3SR
03442 253560 Option 2

Academy Nurse Service

Family Health and Wellbeing 0-19
East district Hub- FHWS.eastmidlands@nhs.net
Tel 0300 3033924

University Hospitals of Derby and Burton NHS Trust
Queens Hospital
Belvedere Road
Burton on Trent
Staffordshire DE13 0RB
01283 566333