



# **MEDICAL CONDITIONS POLICY**

(Secondary Schools Only)

Author:	Director for Safeguarding
Consultation with:	N/A
Approval needed by:	The Trust Board
Adopted (date):	3rd April 2020
Reviewed and updated:	May 2021
Date of next review:	May 2022

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

This policy is to be used for the Trust's secondary schools only. A separate age appropriate policy will be applied in our infant, junior and primary schools.

This policy is reviewed at least annually by the Board of Trustees.

## **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**

The de Ferrers Trust 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 each 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.

Each 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.

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

Each 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 their academy. Staff receive training on the impact medical conditions can have on students.

Each academy has a suitably qualified medical team. For further details please see the academy appendix to this policy.

### **1. Policy Framework**

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

This Trust 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 any of our academies because arrangements for their medical condition have not been made.

1. Each academy will listen to the views of students and parents.
2. Students and parents feel confident in the care they receive from their chosen academy and the level of that care meets their needs.

3. Staff understand the medical conditions of students at their 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. Each academy and the local health community understand and support the medical conditions policy.
6. Each academy understands that all students with the same medical condition will not have the same needs.
7. Each academy recognises its duties under the Children and Families Act 2014 relating to students with a disability or medical condition.

**2. The Trust'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 Principal, Trust Director for Safeguarding, the academy health advisers, local governors and 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 medical conditions policy will be available on the Trust and academy websites and available to parents by ordering a hard copy from their chosen academy.

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

1. All academy staff, including temporary or supply staff are aware of the medical conditions at their 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 will have an individual healthcare plan (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 Trust has clear guidance on providing care and support and administering medication at each academy.**

1. Each academy understands the importance of medication being taken and care received as detailed in the student's IHP.
2. Each 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 has made sure there is the appropriate level of insurance and liability cover in place.
4. Each 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. Each academy will not give a student aspirin unless prescribed by a doctor.
6. When administering medication, each academy will check the maximum dosage and will check when the previous dose was given.
7. Each 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 understand that they should let their child's 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 individual 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. The Trust has clear guidance on the storage of medication and equipment**

1. Each 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 they wish if 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 can only administer a controlled drug to a student once they have had specialist training.
5. Each 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. Each 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. Each academy disposes of sharps and needles in line with local policies. Sharp boxes are kept securely at each academy and are collected and disposed of in line with local authority procedures.

## **6. The Trust has clear guidance about record keeping.**

1. Parents and carers are asked if their child has any medical conditions within the enrolment procedure.
2. Where appropriate each 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. Each 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. Each academy ensures the student's confidentiality is protected.

6. Each academy will seek permission from parents before sharing any medical information with any other party. Any information shared will be done in line the Data Protection Act 2018.
7. Where appropriate each academy will meet 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. Each academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
9. Each 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, other suitably qualified healthcare professional and/or the parent. Each academy keeps an up-to-date record of all training undertaken and by whom.

**7. The Trust 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. Each academy is committed to providing a physical environment accessible to students with medical conditions and is also committed to an accessible physical environment for out of academy activities.
2. Each 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 their 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. Each 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.
5. Each 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. Each academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at their academy as any other child, and that appropriate adjustments and extra support are provided.
7. All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. Each academy will not penalise students for their absences and attendance if they relate to their medical condition.
8. Each 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. All students should learn what to do in an emergency.
10. Each 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 Trust is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Each academy is actively working towards reducing or eliminating these health and safety risks.**

1. Each academy is committed to identifying and reducing triggers both in the academy and during 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 student'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 students with medical needs.
4. Each academy reviews all medical emergencies and incidents to see how they could have been avoided and changes to policy will take place 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 Trust seeks feedback from key stakeholders including students, parents, academy healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff, local 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 Trust and academy websites. Concerns should first be discussed with the child's chosen academy and if that does not resolve the issue then parents/carers or students can make an official complaint via the Trust complaints procedure. Making a formal complaint to the Department for Education should only occur if it falls 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**

Each 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 each 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.

Each academy will seek to support the student by following their procedure as outlined

## **12. Useful Contacts**

A list of useful contacts can be found at appendix 2 to this policy.

## Appendix 1

### The de Ferrers Academy

#### Our team

The academy has a medical team comprising of two health advisers based on Trent and Dove Campuses and qualified first aid staff across all three sites

#### **Support for students who struggle to access the curriculum due to a medical need**

When a student has had a period of absence due to a medical condition, and is ready to return, we will aim to support the student by following this 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 Head of Year and Form Tutor will aim to be notified **the same day** and information will be passed to the health & wellbeing adviser.
2. The health & wellbeing adviser 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 Head of Campus.
3. The health & wellbeing adviser will aim to convene a meeting with the student, parents/carers, 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 health & wellbeing adviser 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 health & wellbeing adviser 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, the SENDCO and the Tutor will be 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 health & wellbeing adviser will then take on responsibility for co-ordinating the IHP. The health & wellbeing adviser 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 health & wellbeing adviser 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 (secondary school to complete) the safe drill to use while on the academy premises.
7. Local governors will be informed of need and provision through the report prepared by the Health and Safety Committee.

## **Our Medical Service**

If a student requests to see health & wellbeing adviser 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 (secondary schools to complete)**

## **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 leaving lessons for an extended period of time or numerous times or causing suspicion of misuse of their pass please contact health & wellbeing adviser

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 health & wellbeing adviser

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: The 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 the academy in addition to the health & wellbeing adviser and an ongoing commitment to training in this area.

appointed person (AP)  
emergency first aid at work (EFAW)  
first aid at work (FAW)]

## **Appendix 2**

### **Useful Contacts**

Birmingham Children's Hospital  
Steel House lane  
Birmingham B4 6NH  
0121 333 9999

CAMHS- Burton on Trent  
Cross Street Clinic  
Cross Street  
Burton on Trent  
Staffordshire, DE14 1EG

Harvey Girls  
73, Horninglow Road  
Burton on Trent  
Staffordshire, DE14 2PT  
01283 533449

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

The West Midlands North Health Protection Team  
Stonefield house  
St Georges Hospital  
Corporation Street  
Stafford ST16 3SR  
03442253560 Option 2

Academy Nurse Service

Family Health and Wellbeing 0-19  
East district Hub- [FHWS.eastmidlands@nhs.net](mailto:FHWS.eastmidlands@nhs.net)  
Tel 0300 3033924

University Hospitals of Derby and Burton NHS Trust  
Queens Hospital  
Belvedere Road  
Burton on Trent  
Staffordshire DE130RB  
01283 566333