



The Shared Learning Trust

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THE LINDEN  
ACADEMY

# HS 34: Supporting Students with Medical Conditions Policy

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Author	Ian Hardwick	Next review	May 2017

## **1. Scope**

This policy applies to all staff and students in the Linden Academy

## **2. Context**

The academy is committed to giving all of its students opportunities to access all aspects of the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst attending the Academy. This policy provides the basis for ensuring that children with medical needs receive the best care and support whilst at the academy.

## **3. Aims**

This policy aims to ensure all students medical needs are accounted for and met in full throughout their time enrolled at the Academy, that appropriate equipment and facilities are provided and staff are properly trained to ensure adequate support is available at all times both within the Academy and during educational visits and physical education.

This policy includes managing the administration of medicines, support for children with complex health needs and first aid.

## **4. Statutory Position**

The academy has a statutory duty under Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The key statutory requirements are as follows:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

## 5. Supporting Students With Medical Conditions

### 5.1. Introduction

Robust support for students with medical needs will be provided through the following:

- **Establishment of a positive relationship with parents and carers so that the student's needs can be fully met.**

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school because children with long term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and maintain their health. Other children may require interventions in particular emergency circumstances or health needs may change over time in unpredictable ways occasionally resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported whilst at the Academy and that they will be safe.

- **Working in close partnership with health care professionals staff, parents and students to meet the needs of each child.**

In making decisions about the support provided the Academy will always consider advice from healthcare professionals and listen to and value the views of parents / carers and students.

- **Ensuring any social and emotional needs are met for students with medical conditions.**

Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.

- **Minimising the impact of any medical condition on a student's educational achievement.**

In particular long term absences due to health problems invariably affect childrens' educational attainment, impact on their ability to integrate with their peers and affect their emotional wellbeing and general health. Reintegration back into school will be properly supported so that students with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences including those for medical appointments (which can also be lengthy) also need to be effectively managed.

- **Ensuring that a health care plan is in place for each child with a medical condition and for some students who may be disabled or have special educational needs that their Education, Health and Welfare Plan is managed effectively.**

## 5.2. Responsibilities

Supporting a student with a medical condition during Academy hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, parents / cares and students is critical.

The Principal is responsible for:

- Ensuring that a policy in place to meet the needs of children with medical conditions
- Ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of a student's condition.
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans including contingency and emergency situations.
- Ensuring that the Academy is properly insured and staff are aware that are insured to support students in this way.
- Ensuring that the school nursing service is contacted in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse.
- Ensuring that staff have received suitable training and are competent before they take on the responsibility to support students with medical conditions.

Academy staff:

- Any member of Academy staff may volunteer or be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Must understand the role they have in helping to meet the needs of a student with a medical condition.
- Must work towards / complete targets and actions contained within individual Health Care Plans or SEN Education Health and Welfare Plans.

Healthcare professionals are responsible for:

- Notifying the Academy when a student has been identified as having a medical condition who will require support in school.
- Taking a lead role in ensuring that students with medical conditions are properly supported in school including supporting staff on implementing a student's plan.
- Working with the Principal or designated deputy to determine the training needs of the Academy staff and agree who would be best placed to provide the training.
- Confirming that Academy staff are proficient to undertake healthcare procedures and administer medicines.

### **5.3. Assisting Children With Long Term or Complex Medical Needs**

A pro- active approach is taken towards students with medical needs. Every child with a long term or complex medical need will be offered a home visit from the **Inclusion Manager** and/or class teacher at the onset of condition or change in condition. This enables the Academy / parents to identify potential issues/difficulties before a student returns to school. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support,

lunchtime procedures and emergency procedures. A Health Care Plan will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis. To assist children with long term or complex medical needs, the Academy will also consider whether any/all of the following is necessary:

Adapting equipment, furniture or classrooms to enable the child to access a particular aspect of the curriculum or area of the school. Involving the home and hospital support service. Working in partnership with medical agencies and receiving advice/support from other professionals including the School Nurse;

- Arranging for additional adult support throughout specific parts of the school day;
- Adapting lesson plans;
- Establishing a phased attendance programme;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for Support Staff/Teachers on a specific medical condition;
- Providing a programme of work for students who are absent from school for significant periods of time;
- Providing appropriate seating during assembly time;
- Ensuring there is adequate supervision during play times so that the health and safety of all children is not compromised;
- Ensuring that arrangements are made to include a child with medical needs on school visits.

### **5.4. Individual Health Care Plans**

An Individual Healthcare Plan is a document that sets out the medical needs of a child, what support is needed within the Academy day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the student. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents. Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the student's statement or EHC plan where they have one.

Parents / carers will receive a copy of the Health Care Plan with the originals kept by the **Inclusion Leader**.

**Medical notices, including pictures and information on symptoms and treatment are placed in the staff room and medical room, kitchen and given to the child's class teacher for quick identification, together with details of what to do in an emergency.**

### **5.5. Administering Medicines**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No student under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort should be made to encourage the student or young person to involve their parents while respecting their right to confidentiality;
- A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor;. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- Academies should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container;

- All medicines must be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to students and not locked away;
- Academies should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access;
- Controlled drugs should be easily accessible in an emergency, a member of staff may administer a controlled drug to the student for whom it has been prescribed providing they have received specialist training/instruction;
- Academies should keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted;
- When no longer required, medicines should be returned to the parent to arrange for safe disposal;
- Sharps boxes should always be used for the disposal of needles and other sharps.

There is no legal duty which requires Academy staff to administer medication. However, TSPA staff may administer medication to children provided that the parent/carer has completed an Administration of Medication Form.

We will only administer non-prescription medicines under exceptional circumstances and with a written request. Occasionally, a student will show an adverse reaction to a new course of treatment and for this reason the Academy will not take responsibility for administering the first prescribed dosage. Medication should only be requested to be administered if it needs to be administered during Academy time. Where the dosage is 3 three times a day it is usually acceptable that these doses are given at home – before school, immediately after school and just before bedtime.

Medication and the request form should be handed to staff by parents/carers, never the student.

For children in Key Stage 1 and 2, we encourage parents to provide correct dosages of medicine in an appropriate container for a member of staff to oversee the child whilst he/she takes it.

All medication should be placed in a clear container (with a lid) and the name of the student, type of medication and dosage clearly displayed. Medicines should always be provided with the prescriber's instructions.

Pupils with asthma are encouraged to carry their inhalers with them. However, a spare inhaler should also be kept in the school office or classroom. Students with diabetes are encouraged to keep medication close to hand. They are able to take high energy snacks when needed and at any point in the day.

### **5.6. Storing Medicines**

The Linden Academy will only store, supervise and administer medicine that has been prescribed for an individual student. Where a student needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. Medicines are stored safely in the Medical Room and in the refrigerator if required. All *emergency medicines*, such as asthma inhalers and adrenaline pens are readily available to the student– not locked away.

Students should know where their own medicines are stored.

### **5.7. Disposal of Medicines**

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 term. This includes asthma medication. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

### **5.8. Safety Management of Medicines**

The storage of medicines must ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

### **5.9. Emergency Procedures**

In emergency situations, where possible, the procedure identified on a student's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the student
2. Dial 999
3. Contact parent/carer
4. Notify Principal

The most appropriate member of staff accompanies student to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if a witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary.

#### **5.10. Hygiene and Infection Control**

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

#### **5.11. Sporting Activities**

Some students may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

#### **5.12. Educational Visits**

The Academy actively supports students with medical conditions to participate in school trips and visits or in sporting activities but we are mindful of how a student's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the school nurse or other healthcare professional that are responsible for ensuring that students can participate. A copy of the student's health care plan should be taken with the student on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and adrenaline pens are taken on all school trips and given to the responsible adult that works alongside the student throughout the day. A First Aid kit must be taken on all academy trips. The Trip Leader must ensure that all adults have the telephone number of the Academy in case of an emergency.

A FAW trained first aider should attend all Academy trips especially when a student with a specific medical need is travelling. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any student with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to students on school trips should follow the guidelines above.

#### **5.13. After School Clubs**

It is the responsibility of school clubs (from outside providers) to liaise with parents/carers and to send home a medical form for completion. The Academy must ensure that all clubs know how to obtain medical assistance, where the medical room is, location of the medication and how to dial for an outside line if they need to call an ambulance.

#### **5.14. Breakfast Club and After School Club**

Each club must have a trained First Aider and a first aid kit close at hand. Each club must also have access to the Academy's Medical room. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency. Any student who requires medicine must have written confirmation from the parent.

#### **5.15. Staff training**

Any member of Academy staff providing support to a student with medical needs must have received suitable training. It is the responsibility Student Services Manager to lead on identifying with other health specialists and agreeing with the Academy, the type and level of training required, and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific student.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. **A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.**

It is important that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. The Academy should ensure that training on conditions which they know to be common within their school is provided (asthma, anaphylaxis, epilepsy, sickle cell, diabetes for example).

Parents can be asked for their views and may be able to support school staff by explaining how their child's needs can be met but they should neither provide specific advice, nor be the sole trainer.