

BIDDICK ACADEMY

SPECIALISING IN SPORTS
AND PERFORMING ARTS

Supporting Students with Medical Conditions Policy (2018-19)

Policy

September 17

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Supporting Students with Medical Conditions Policy

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Introduction

Our Academy aim: ***“A safe place where we all promote and enjoy the highest individual achievement”***

The aim of this document is to establish clear procedures that help to create a positive climate for learning.

It is a primary aim that every member of our community feels valued and respected, and that each person is treated fairly within a climate of mutual trust and respect.

All staff believe that our Academy should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual student.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

1.1 Aims

- All Students with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The trustees and Governing body will ensure that arrangements are in place to support students at the Academy with medical conditions.
- Academy leaders will consult health and social care professionals, students and parents to ensure that the needs of young people with medical conditions are effectively supported.
- All staff will be trained to give the support individual students require to ensure their progress both academically and expansively

Responsibilities

2.1 Trustees and Governing Body

Will ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support young people with medical conditions.

They will also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

2.2 Headteacher

The Headteacher will ensure that all staff that need to know, are aware of the young person's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

They will make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

They will contact the school nursing service in the case of any student 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.

2.3 Student Support and Pastoral Teams

The Deputy Head teacher (Pastoral) will be responsible for ensuring all members of the Academy community are taking full responsibility in their roles.

The Assistant Head teacher (Student Support) will be responsible for ensuring all young people who require a health care plan have one and that it is regularly updated by all relevant members of staff.

Pastoral Teams will support the Assistant Head teacher in the implementation of the Health care plan and liaising between staff to ensure the fullest outcomes for all students.

2.4 Staff

Any member of Academy staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach.

Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support young people with medical conditions. Any member of Academy staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

2.5 School Nurses

Biddick Academy has access to school nursing services. They are responsible for notifying the school when a young person has been identified as having a medical condition, which will require support in the Academy.

Wherever possible, they will do this before the young person starts at the Academy.

They will not usually have an extensive role in ensuring that we are taking appropriate steps to support our young people with

medical conditions, but may support us on implementing a young person's individual healthcare plan and provide advice and liaison, for example on training.

School nurses will liaise with lead clinicians locally on appropriate support for the young person and associated staff training needs.

2.6 Health Care Professionals

Other healthcare professionals, including GPs and paediatricians will notify the school nurse when a young person has been identified as having a medical condition that will require support at the Academy. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in the Academy for students with particular conditions (eg asthma, diabetes, epilepsy).

2.7 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Other students will often be sensitive to the needs of those with medical conditions.

2.8 Parents / Carers

Parents / Carers should provide the Academy with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the Academy that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

2.9 Local Authorities

Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.

Local authorities will provide support, advice and guidance, including suitable training for Academy staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Local authorities will work with the Academy to support students with medical conditions to attend full time. Where students would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of [health needs](#) (whether consecutive or cumulative across the school year).

Procedures

3.1 Health Care Plans

The Assistant Head teacher (Student Support) will be responsible for ensuring all young people who require a health care plan have one and that it is regularly updated by all relevant members of staff.

Health Care Plans will include the following information:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;
- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some young people will be able to take responsibility for their own health needs) including in emergencies. If a young person is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the young person's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the Academy needs to be aware of the young person's condition and the support required;
- arrangements for written permission from parents / carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the young person can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/carer or young person, the designated individuals to be entrusted with information about the young person's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some young people may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

The format of individual healthcare plans may vary to enable the Assistant Head Teacher to choose whichever is the most effective for the specific needs of each Student. This is important because different young people with the same health condition may require very different support.

Where a student has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan. Where the young person has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the young person.

Plans will be drawn up in partnership between the Academy, parents, and a relevant healthcare professional, eg school, specialist or children's community nurse, who can best advise on the particular needs of the young person. Students should also be involved whenever appropriate.

The aim of the plan is to capture the steps which the Academy will take to help the young person manage their condition and overcome any potential barriers to getting the most from their education.

Plans will be reviewed annually, or earlier if evidence is presented that the young person's needs have changed. They will ensure that the Academy assesses and manages risks to the young person's education, health and social wellbeing, and minimises disruption.

Where the young person is returning to the Academy following a period of hospital education or alternative provision (including home tuition), we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the young person will need to reintegrate effectively.

3.2 Managing Medicines

- Medicines will only be administered at the Academy when it would be detrimental to a young person's health or school attendance not to do so
- No child under 16 will be given prescription or non-prescription medicines without their parent's / carers written consent – except in exceptional circumstances where the medicine has been prescribed to the young person without the knowledge of the parents / carers. In such cases, every effort should be made to encourage the young person to involve their parents / carers while respecting their right to confidentiality.
- Non-prescription medicines such as Paracetamol will be administered via parent / carer verbal consent via the telephone. a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg 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
- Biddick Academy will 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 the Academy inside an insulin pen or a pump, rather than in its original container
- All medicines will be stored safely (normally in the student office). Young People 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 adrenaline pens should be always readily available to students and not locked away. This is particularly important to consider when outside of school premises, eg on school trips
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Monitoring arrangements may be necessary.
- Biddick Academy will keep controlled drugs that have been prescribed for a student securely stored in a non-portable container within the student office. Controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school
- Biddick Academy staff may administer a controlled drug to a student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. We will 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 the Academy will be noted
- When no longer required, medicines will be returned to the parent / carer to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps

3.3 Record keeping

Written records will be kept of all medicines administered to students. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents / carers will be informed if their child has been unwell at school.

3.4 Liability and indemnity

Appropriate levels of insurance are in place and appropriately reflect the level of risk.

3.5 Emergency Procedures

Where a student has an individual healthcare plan, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. This will be reinforced through the Tutorial Curriculum and PAUSE time.

If a student needs to be taken to hospital, senior or pastoral will stay with the student until the parent / carer arrives, or will accompany a student taken to hospital by ambulance.

3.6 Academy Events and Visits

All students with medical conditions will be fully supported by the Academy to take part in any sporting activity or Academy visit, including residential visits, should they wish to do so.

Teachers will be made aware of how a young person's medical condition will impact on their participation, but there will be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments.

Biddick Academy will make arrangements for the inclusion of students in activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

If students are to participate in an Academy visit, a risk assessment may be required so that all participants are aware of the medical condition, treatments and emergency procedures.

Staff who normally support the students with their condition, or other suitably qualified staff, will participate in the visit where possible to support the student. Expert advice and guidance may be sought before a visit can be authorised.

3.7 Inhalers

From October 2014 the Human Medicines (Amendment) (No2) Regulations 2014 has allowed schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency inhaler will only be used by students who have been diagnosed with Asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication and whose parents / carers have given written consent to it being used.

The inhaler can be used if the Student's prescribed inhaler is not available.

The supply, storage, care and disposal of the inhalers and spacers are managed by trained staff and are available in the medicine storage cabinet within student support.

During Academy Events and visits, an inhaler will be carried in the first aid kit, if there is a member of staff trained in the use of inhalers at the event or visit, and a copy of consent to the use of the emergency inhaler of students on the event or visit will be made known to the lead teacher.

3.8 Home to School Transport

This is the responsibility of local authorities, however Biddick Academy will share a student's Individual Healthcare plan in case of emergency situations.

3.9 Staff training and support

Only relevantly trained staff will support students with medical needs.

Each student will be treated as an individual and any training required by staff key workers and their deputy will be discussed during the planning stage of the health care plan and expert advice will be sought.

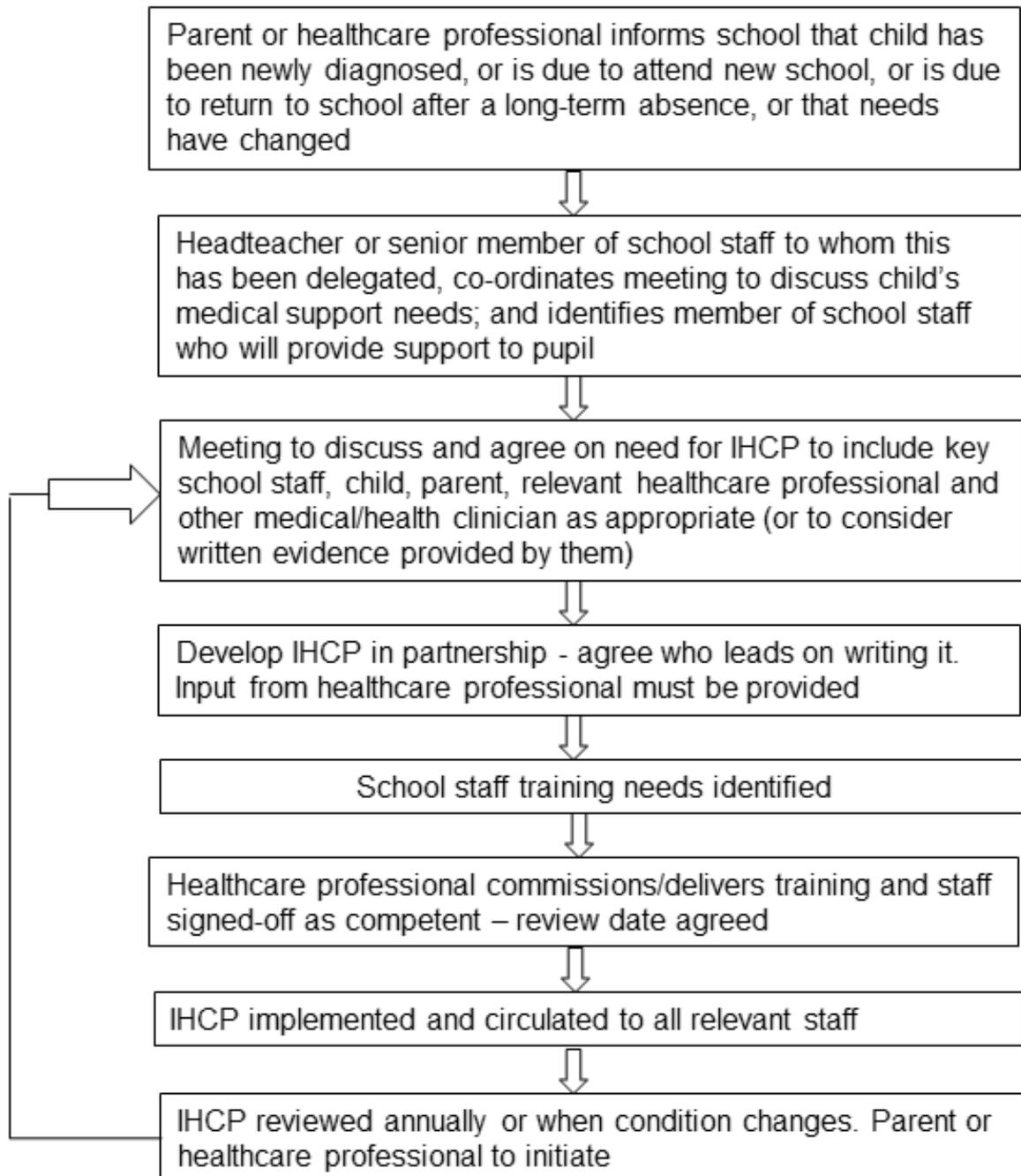
Training of staff will be carried out by recognizable and qualified providers.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).

In some cases, written instructions from the parent / carer or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the Academy to decide, having taken into consideration the training requirements as specified in students' individual health care plans. A first-aid certificate does not constitute appropriate training in supporting young people with medical conditions.

Healthcare professionals, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication. Whole staff training will be given annually alongside safeguarding updates.

3.10 Flowchart of procedures for Individual Health Care Plan



APPENDIX 1

Templates

4.1 Personal Care Plan

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“A safe place where we all promote and enjoy the highest individual achievement through excellence, friendship and respect”

PERSONAL CARE PLAN

Medical Condition:

Triggers:

Signs and Symptoms:

Treatments:

Copy of Personal Care Plan to:

SENCO/Deputy Headteacher

Subject Teachers

Parents/Carers

Office Copy

Case Study file

**BIDDICK
ACADEMY**

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All About Me!

Name:

DOB:

Things I need support with and strategies that would help me day to day in the Academy:

School Name:	Biddick Academy
Child's Name:	
Class:	
Date of Birth:	
Child's Address:	
Medical Diagnosis/Condition	
Date:	
Review Date:	
FAMILY CONTACT INFORMATION:	
Name:	
Phone Number (Home):	
Phone Number (Work):	
Mobile Phone Number:	
Name:	
Phone Number (Home):	
Phone Number (Work):	
Mobile Phone Number:	
Name: Bob & Linda Twist (Grandparents)	
Name: Ian & Judith Telfer (Grandparents)	
CLINIC/HOSPITAL CONTACT:	

Name:	
Phone Number:	
G.P.:	
Name:	
Phone Number:	

Describe medical needs and give details:

Daily Care Requirements (e.g. before PE/lunchtime)



Describe what constitutes an emergency for the child, and the action to take if this occ

Follow-Up Care:

Who is responsible in an emergency? <i>(state if different for off-site activities)</i>	
SENCO/Deputy Head	
Form Copied To:	
Parent/Carer	
Class Teacher	
Office - Contact File	Olywyn Petrie & Jessica Smith
SENCO/Deputy Head Teacher	Gavin Jackson & Sarah Dickson