




# Supporting Students with Medical Conditions Policy

<b>Date Approved by Governing Body:</b>	<b>December 2016</b>
<b>Signature of Chair of Governors:</b>	
<b>Next Review Date:</b>	<b>December 2017</b>

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## Statement of intent

Red House Academy wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in April 2014: Supporting students at school with medical conditions.

Ofsted places a clear emphasis on meeting the needs of students with special educational needs and disabilities (SEND), and this includes student with medical conditions.

At Red House Academy we aim to:

- Encourage and support inclusive practice;
- Ensure regular attendance by all students.

# 1. Key roles and responsibilities

## 1.1. The local authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for 15 days or more due to a medical condition.
- 1.1.4. Providing suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans (IHCPs) can be delivered effectively.

## 1.2. The governing body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Red House Academy.
- 1.2.2. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the Local Authority is delivered to staff members who take on responsibility to support student with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to [individual students](#) and [across the school population](#).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

## 1.3. The Principal is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Red House Academy.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.

- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a student's medical condition.
- 1.3.6. Developing IHCPs.
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any student who has a medical condition.
- 1.3.11. Organising first-aid training.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support student with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs

**1.5. School nurses are responsible for:**

- 1.5.1. Notifying the school when a student has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their student/student's health.

- 1.6.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- 1.6.3. Providing the school with the medication their student requires and keeping it up-to-date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their student/student prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an [IHCP](#) for their student in collaboration with the Principal, other staff members and healthcare professionals.

## **2. Definitions**

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed Red House Academy, including teachers.

## **3. Training of staff**

- 3.1. Identified teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their training plan.
- 3.2. Staff will receive regular and ongoing training as part of their development.
- 3.3. Staff who undertake responsibilities under this policy will receive the relevant training.
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.6. The Health and Safety Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## **4. The role of the student**

- 4.1. Student who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, students will be allowed to carry their own medicines i.e. Inhalers and Epi Pens. Where this is not possible, other medicines will be located in an easily accessible location.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a first aider.

## 5. Individual Healthcare Plans (IHCPs)

5.1. Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, Principal, special educational needs coordinator (SENCO) and medical professionals.

5.2. IHCPs will be easily accessible while preserving confidentiality.

5.3. IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.

5.4. Where a student has an Education, Health and Care (EHC) plan or special needs statement, the IHCP will be linked to it or become part of it.

5.5. Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

## 6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

6.2. No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

6.3. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

6.4. No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.5. Medicines MUST be **in date, labelled**, and provided in the **original container** (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.

6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drugs Policy.

6.8. Medications will be stored in Medical Room.

6.9. Any medications left over at the end of the course will be returned to the student's parents.

6.10. Students will never be prevented from accessing their medication.

Red House Academy cannot be held responsible for side effects that occur when medication is taken correctly.

## **7. Administering medication**

- 7.1. Medications will only be administered at school if it would be detrimental to the student not to do so.
- 7.2. Prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement.
- 7.3. Staff members may refuse to administer medication. If a delegated person refuses to administer medication, the Principal will delegate the responsibility to another staff member who has the appropriate training.
- 7.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a First Aider.
- 7.5. Written records will be kept of any medication administered to student.

## **8. Emergencies**

- 8.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 8.2. Where an IHCP is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- 8.3. Students will be informed in general terms of what to do in an emergency, such as telling a teacher.
- 8.4. If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.

## **9. First aid**

- 9.1. Red House Academy accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.
- 9.2. The Principal will ensure that an annual risk assessment of first aid needs is undertaken, appropriate to the circumstances of the Academy and the supporting of students with medical conditions.
- 9.3. The Principal is responsible for organising first aid training.
- 9.4. The Medical Room meets the DfE guidance specifically to:
  - Be large enough to hold the necessary equipment.
  - Have washable surfaces and adequate heating, ventilation and lighting.
  - Be kept clean and tidy at all times.
  - Be positioned as near as possible to a point of access for transport to hospital.
  - Display a notice on the door advising of the names, locations and telephone numbers of first aiders.
  - Have a sink with hot and cold water, if possible.
  - Have drinking water and disposable cups.
  - Have soap and paper towels.
  - Have a suitable container with disposable waste bags.



- 9.5. The Academy has one first aid cabinet, which can be found in medical room. These cabinets contain a sufficient number of suitable provisions to enable the administration of first-aid.
- 9.6. The Academy has eight travelling First Aid Kits for use during school trips and off-site visits, which are stored in the mini-bus and other areas of the Academy.
- 9.7. Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.
- 9.8. First aiders will be made aware of any students with medical conditions and treat them accordingly, should the need for first aid arise.
- 9.9. The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the Academy, and ensure that an ambulance or other professional medical help is called where appropriate.
- 9.10. The Principal will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.
- 9.11. All staff should ensure that they have read the Academy's **First Aid Policy** and signed the training record to say they have done this.

## **10. Reasonable adjustments**

- 10.1. Red House Academy will meet its duties under the Equality Act 2010.
- 10.2. Red House Academy will make reasonable adjustments for students with medical conditions, including the provision of auxiliary aids.

## **11. Avoiding unacceptable practice**

- 11.1. Red House Academy understands that the following behaviour is unacceptable:
- Assuming that students with the same condition require the same treatment.
  - Ignoring the views of the student and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending students home frequently or preventing them from taking part in activities at school.
  - Sending the student to the medical room or school office alone if they become ill.
  - Penalising students with medical conditions for sickness/absence.
  - Record where the absences relate to their condition.
  - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
  - Creating barriers to student participating in school life, including school trips.
  - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **12. Insurance**

- 12.1. Staff who undertake responsibilities within this policy are covered by the school's insurance.
- 12.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Principal.

## **13. Complaints**

- 13.1. The details of how to make a complaint can be found in the Complaints Policy:
  - 13.1.1. Stage 1 - Complaint Heard by Staff Member
  - 13.1.2. Stage 2 - Complaint submitted in writing to the Principal, an investigation will be conducted and the Principal will report back on the outcome.
  - 13.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Committee

**Appendix 1 - Individual healthcare plan implementation procedure**

1

- Parent or healthcare professional informs school that student has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Headteacher co-ordinates meeting to discuss student's medical needs and identifies member of school staff who will provide support to the student.

3

- Meeting held to discuss and agree on the need for IHCP to include key school staff, student, parent and relevant healthcare professionals.

4

- Develop IHCP in partnership with healthcare professionals and agree on who leads.

5

- School staff training needs identified.

6

- Training delivered to staff - review date agreed.

7

- IHCP implemented and circulated to relevant staff.

8

- IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

## Appendix 2 - Individual healthcare plan template

Student's name:

Group/class/form:

Date of birth:

Student's address:

Medical diagnosis or condition:

Date:

Review date:

### Family contact information

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to student:

Phone number (work):

(home):

(mobile):

### Clinic/hospital contact

Name:

Phone number:

### G.P.

Name:

Phone number:

Who is responsible for providing support in school?

Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision.

**Red House Academy individual health care plan**

Daily care requirements:

Specific support for the student's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Who is responsible in an emergency (*state if different for off-site activities*):

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to:

### **Appendix 3 - Parental agreement for a school to administer medicine template**

The school will not give your student medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

## Red House Academy medicine administering form

Date for review to be initiated by:

Name of student:

Date of birth:

Group/class/form:

Medical condition or illness:


**Medicine**

Name/type of medicine *(as described on the container)*:

Expiry date:

Dosage and method:

Timing:

Special precautions/other instructions:

Are there any side effects that the school/setting needs to know about?:

Self-administration – y/n:

Procedures to take in an emergency:

**NB: Medicines must be in the original container as dispensed by the pharmacy**


**Contact details** Name:

Daytime telephone number:

Relationship to student:

Address:

I understand that I must deliver the medicine personally to:

(Add name of agreed member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing

and I give consent to Red House Academy staff administering medicine in accordance with the Academy's policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 4 - Record of medicine administered to an individual student template**



## Red House Academy record of medicine administered to an individual student

Name of student:  
 Date medicine provided by parent:  
 Group/class/form:  
 Quantity received:  
 Name and strength of medicine:  
 Expiry date:  
 Quantity returned:  
 Dose and frequency of medicine:


Staff signature:

\_\_\_\_\_

Signature of parent:

\_\_\_\_\_

Date:  
 Time given:  
 Dose given:  
 Name of member of staff:  
 Staff initials:


Date:  
 Time given:  
 Dose given:  
 Name of member of staff:  
 Staff initials:


Date:  
 Time given:  
 Dose given:  
 Name of member of staff:  
 Staff initials:


Date:

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Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
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Name of member of staff:  
Staff initials:


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Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:


Date:  
Time given:  
Dose given:  
Name of member of staff:  
Staff initials:








## Appendix 6 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that (add name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by (add name of member of staff).

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

### **Contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number – 0191 561 5511 □ Your name.
- Your location as follows: Red House Academy, Rutherglen Road, Sunderland.
- The satnav postcode (if different from the postal code.) SR5 5LN.

## Appendix 7 -

- The exact location of the patient within the school.
- The name of the student and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR STUDENT

Thank you for informing us of your student's medical condition. I enclose a copy of the Academy's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your student's case. The aim is to ensure that we know how to support your student effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all student will require one. We will need to make judgements about how your student's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your student's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or add name of other staff lead) would be happy for you contact [me/them] by email or to speak by phone if this would be helpful.

Yours sincerely,

## **Appendix 8 -**

Dr Thérèse Quincey

Principal



**Appendix 9 - Incident reporting form**

<b>Date of incident</b>	<b>Time of incident</b>	<b>Place of incident</b>	<b>Name of ill/injured person</b>	<b>Details of the illness/injury</b>	<b>Was first-aid administered? If so, give details</b>	<b>What happened to the person immediately afterwards?</b>	<b>Name of first aider</b>	<b>Signature of first aider</b>

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