



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Supporting Students with Medical Conditions Policy

Contents:

1. Statement of intent
2. Key roles and responsibilities
3. Definitions
4. Training of staff
5. The role of the child
6. Individual Healthcare Plans (IHCPs)
7. Students with temporary physical impairments
8. Medicines
9. Emergencies
10. Avoiding unacceptable practice
11. Insurance
12. Complaints
13. Appendices:
 1. Individual healthcare plan implementation procedure
 2. Individual healthcare plan template
 3. Parental agreement for school to administer medicine template
 4. Record of medicine administered to an individual child template
 5. Record of medicine administered to all children
 6. Staff training record – administration of medicines
 7. Contacting emergency services
 8. Model letter inviting parents to contribute to individual healthcare plan development
 9. Standard injury risk assessment form

1. Statement of Intent

Torquay Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

2. Key Roles & Responsibilities

2.1. The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- 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.

2.2. The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Torquay Academy.
- 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

2.3. The Principal is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Torquay Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

2.4. Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- The responsibility for administering injections will be agreed on an individual child by child basis.

2.5. School Nurse Service are responsible for:

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

2.6. Parents and Carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Principal, other staff members and healthcare professionals.

3. Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at Torquay Academy, including teachers.

4. Training of Staff

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
 - First Aid at work (Initial 3 day course)
 - First Aid at Work (2 day refresher course)
 - In- house training
 - Ad hoc training as required by School Nurse e.g. Epipen training
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Administration Team will keep a record of training undertaken and a list of teachers/support staff qualified to undertake responsibilities under this policy.

5. The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member.

6. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Principal, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will ensure that the IHCP identifies the support the child needs to reintegrate.

7. Students with Temporary Physical Impairments

- All students returning to school with a physical injury, e.g. broken leg or fractured arm, will have a risk assessment carried out by their Pastoral Leader. This will assess the level of mobility and ensure the student is safe in school.

8. Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- A maximum of six weeks supply of the medication may be provided to the school at one time.
- 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 Drug and Alcohol Policy.
- Medications will be stored in a secure cabinet within the Safeguarding office.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.
- Torquay Academy cannot be held responsible for side effects that occur when medication is taken correctly.

9. Emergencies

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

10. Avoiding Unacceptable Practice

- Torquay 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, student hub or school office alone if they become ill.
 - Penalising students with medical conditions for their attendance 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 children 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.

11. Insurance

- School staff who undertake responsibilities within this policy are covered by the school's insurance.
- The Academy's Employer's Public Liability Insurance cover, currently through Zurich Insurance, Policy No. KSC-242051-5883 covers the legal liability for death of or injury sustained by Third Parties arising as a result of staff providing support to students with medical conditions.
- 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 Finance Director.

12. Complaints

- The details of how to make a complaint can be found in the Complaints Policy

Links

Section 100 of the Children's and Families Act 2014

APPENDIX 1 – Administration of Medicines in School Form



ADMINISTRATION OF MEDICINES IN SCHOOLS

Name of Student

Address

.....

Medical condition of student

Name of prescribing doctor

Medicine

Dose Frequency of dose Review date.....

1. I confirm that the above medicine has been prescribed or recommended by a doctor, and I give my permission for the Principal (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at Torquay Academy.

Signed

(Parent/ Person with parental responsibility)

Date

2. I give my permission for my son/daughter to carry their asthma inhaler with them whilst at school and to manage its use.

Signed

(Parent/Person with parental responsibility)

Date

3. I give my permission for my son/daughter to manage the use of his/her pen injector for diabetes.

Signed

(Parent/Person with parental responsibility)

Date

4. I give my permission for my son/daughter to manage the use of his/her EpiPen in the event of Anaphylaxis shock.

Signed

(Parent/Person with parental responsibility)

Date

See notes for guidance overleaf

NOTES FOR GUIDANCE

1. The Principal (or his/her nominee) will only administer medicines **prescribed or recommended by a doctor**.
2. If the medicine is recommended by the GP, not prescribed, administration of this medication must be re-authorized after 2 weeks.
3. This form should be completed by the parent of the student and be delivered personally, together with the medicine, to reception.
4. The medicine should be in date and clearly labelled with:
 - (a) Its contents
 - (b) the student's name
 - (c) dosage
 - (d) the prescribing doctor's name
 - (e) review date or end date of medicine
5. The information given overleaf is requested in confidence, to ensure that the Principal is fully aware of the medical needs of your child.

While no staff member can be compelled to give medical treatment to a student, it is hoped that the support given through parental consent and the help of the school Medical service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements.

APPENDIX 2 – Individual Student Medicine Record Form

TORQUAY ACADEMY

MEDICINE RECORD FORM

**MEDICATION TO BE TAKEN
 AT**

STUDENTS NAME		TUTOR GROUP		CONTACT DETAILS - 1	
D.O.B.		PROGRESS LEADER		CONTACT DETAILS - 2	

MEDICATION SUPPLIED & DOSAGE	DATE	TIME ADMINISTERED	DOSAGE GIVEN	AMOUNT OF TABLETS LEFT	IN ATTENDANCE	NOTES

MEDICATION SUPPLIED & DOSAGE	DATE	TIME ADMINISTERED	DOSAGE GIVEN	AMOUNT OF TABLETS LEFT	IN ATTENDANCE	NOTES

CONTACT DETAILS - 1		CONTACT DETAILS - 3	
CONTACT DETAILS - 2		CONTACT DETAILS - 4	

APPENDIX 3 – Diabetes Record Form

TORQUAY ACADEMY

DIABETES RECORD FORM

READINGS TO BE DONE ##
IF READING IS BELOW # OR ABOVE #, MONITORING MUST TAKE PLACE
STUDENT A'S CONTROLLED DIABETES HAS NORMAL RANGE READINGS BETWEEN # & #

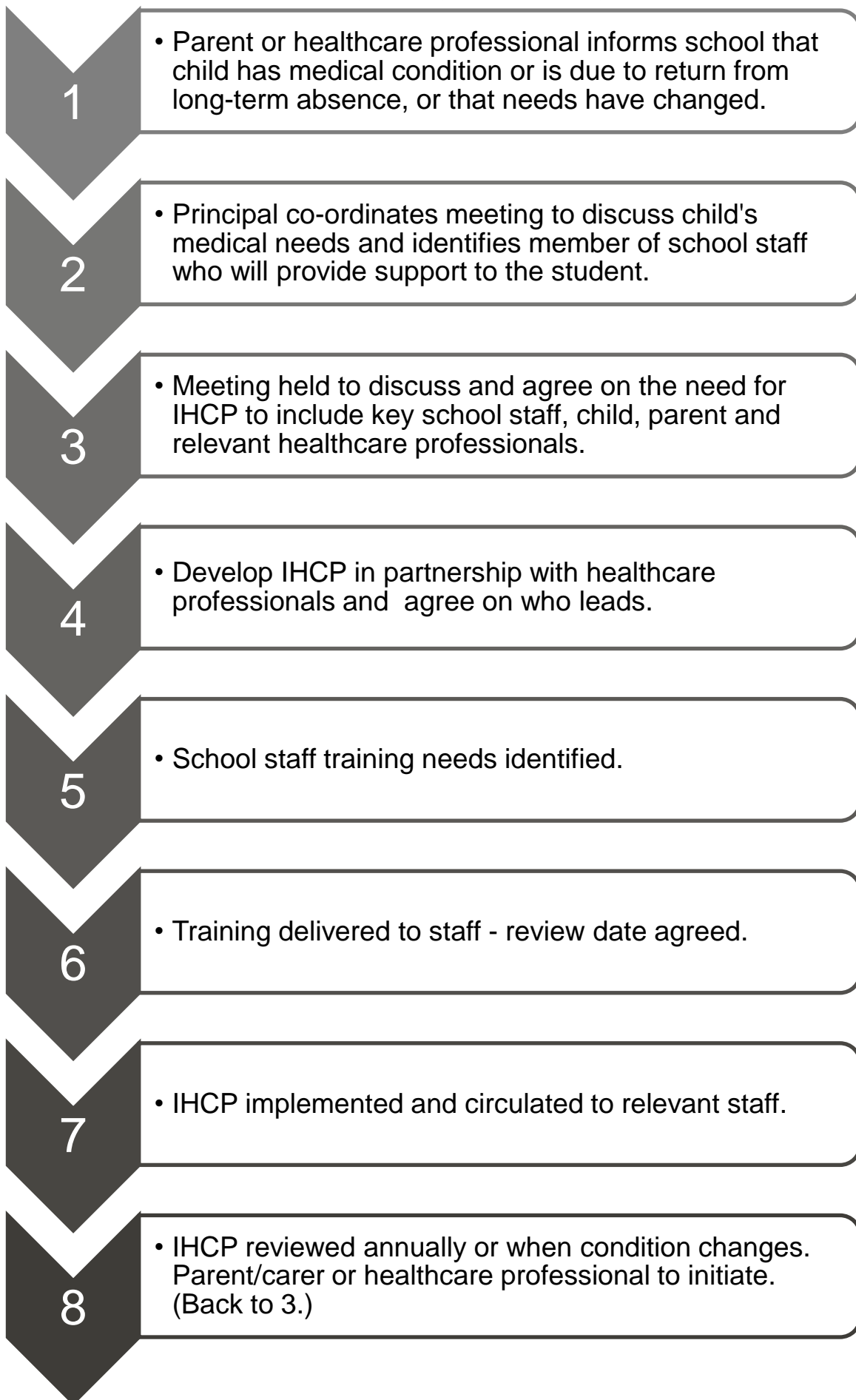
STUDENTS NAME		TUTOR GROUP		CONTACT DETAILS - 1	
D.O.B.		PROGRESS LEADER		CONTACT DETAILS - 2	

DATE	TIME	UNITS TAKEN	BLOOD GLUCOSE LEVEL (READING)	IN ATTENDANCE	NOTES

DATE	TIME	UNITS TAKEN	BLOOD GLUCOSE LEVEL (READING)	IN ATTENDANCE	NOTES

CONTACT DETAILS - 1	
CONTACT DETAILS - 2	

Appendix 4 - Individual healthcare plan implementation procedure



Appendix 5 - Individual healthcare plan template

Torquay Academy Individual Health Care Plan

Child's name

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child'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, contra-
indications, administered by/self-administered with/without supervision.

Daily care requirements

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

Arrangements for school visits/trips etc.

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 6 - Staff training record – administration of medicines

Name of school:

Torquay Academy

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7 - 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 – 01803 329351 (or mobile no.)
- Your name.
- Your location as follows: **Torquay Academy, Cricketfield Road, Torquay TQ2 7NU**
- The exact location of the patient within the school (but should report to main reception)
- The name of the child and a brief description of their symptoms.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils 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 pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child 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 children will require one. We will need to make judgements about how your child'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 child'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

Mr S Margetts
Principal

Appendix 9 – Injury Risk Assessment Form

Standard Injury Risk Assessment Form

Date:	Assessed by:	Location:	Review date:
Name and tutor: Injury:			

Activity	Hazard	Who / what might be harmed and how	Existing measures to control risk	Severity & Consequence	Likelihood	Risk Rating
Walking / movement		Student				
Lunch & break		Student				
To & from school		Student				
Fire Evacuation		Student				

Risk Rating

1-4 Acceptable, 5-9 Adequate, 10 - 16 Tolerable, 17-25 Unacceptable

Activity	Hazard	Who / what might be harmed and how	Existing measures to control risk	Severity & Consequence	Likelihood	Risk Rating
P.E.		Student				
Classwork		Student				
Uniform		Student				
Medication						
Other relevant information						

Signed	Date
--------	------

Risk Rating

1-4 Acceptable, 5-9 Adequate, 10 - 16 Tolerable, 17-25 Unacceptable