



Supporting Students with Medical Needs

Date Policy approved and adopted:	February 2023
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1.Aims

This policy aims to ensure that:

Students, staff and parents understand how our school will support pupils with medical conditions

Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The Academy Council will implement this policy by:

Making sure sufficient staff are suitably trained

Making staff aware of students' conditions, where appropriate

Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions

Providing supply teachers/TAs with appropriate information about the policy and relevant students

Developing and monitoring individual healthcare plans ()

The named person with responsibility for implementing this policy is [Paula Smith]

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on Academy Councils to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

3. Roles and responsibilities

The Academy Council

The Academy Council has ultimate responsibility to make arrangements to support students with medical conditions. The Academy Council will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The headteacher

The headteacher will:

Make sure all staff are aware of this policy and understand their role in its implementation

Ensure that there is a sufficient number of trained staff available to implement this policy, including in contingency and emergency situations

Ensure that all staff who need to know are aware of a child's condition (medical alert book)

Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

-Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

-Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

-Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents

Parents will:

-Provide the school with sufficient and up-to-date information about their child's medical needs

-Carry out any action they have agreed to e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Students

Students with medical conditions (if able) will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions (if able) about their medical support needs and contribute as much as possible. They are also expected to comply with their medication plan.

School nurses and other healthcare professionals

Woodside Academy did not have provision to an allocated school nurse or school nursing service for Autumn term 2022, and sourced medical training from the MAT to meet our training requirements. Therefore, our students do not have IHPs created by the nursing team in conjunction with parents. Woodside Academy liaises with parents as set out in this policy to ensure correct procedures are in place. School leaders are escalating this lack of provision with local NHS providers.

An allocated nurse was appointed to the school in January 2023. IHPs will be reviewed as soon as practically possible given the paucity of nursing provision to date.

Healthcare professionals, such as GPs and paediatricians, mostly copy school into any medical letters and updates.

4. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

Storage of medication whilst off site: Medication is to be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies relevant documentation will be taken off site to ensure appropriate procedures are followed. **A responsible person will be in charge of looking after the locked storage box or bag.**

Risk assessments when onsite: Staff to consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We

will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. **Medication and administration records will be taken on class trips.**

5. Being notified that a student has medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

6. Managing medicines

Prescription medicines will only be administered at school:

When it would be detrimental to the student's health or school attendance not to do so **and** Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students (if able) will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required and at the end of the school year.

7. Controlled Drugs and Emergency medication

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as Buccal Midazolam and ADHD medication.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia
- Buccal Midazolam for major seizures

Emergency controlled drug Buccal Midazolam will be stored securely overnight in a wall mounted locked cupboard in the medical rooms.

To ensure that the drugs are easily accessible in an emergency situation one dose will be put in a named individual medical bag with the care plan and the MAR chart. The medical bag will be locked with a padlock; the code is known to all class staff members and first aiders.

The medical bag will stay with the student either on their person, on their equipment or with an adult who stays with the student.

All class staff will have access to the code. The code will also be stored in a central register held by the Premises Officer.

A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

Emergency medication for Asthma, diabetes and anaphylaxis will be placed in a named locked medical bag with their care plan and MAR chart and will be kept in the class locked cabinet overnight. During the day the medication will stay with the student or responsible adult.

Pupils managing their own needs: Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures, this will be discussed with parents

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed by parents and inform them so that an alternative option can be considered, if necessary.

Storage of staff medication: Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they should seek medical advice. Staff are required to sign a declaration stating that they have sought and adhered to medical advice regarding their medication and their ability to care for children.

Staff medication on the premises must be securely stored, and out of reach of children, at all times. All staff have signed a declaration to ensure that their medication is securely stored at all times. Visitors and contractors are also made aware of these requirements.

Unacceptable practice: School staff should use their discretion and judge each case individually, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch.
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child

Administer, or ask students to administer, medicine in school toilets.

8. Record Keeping

Statutory Requirement: The Academy Council will ensure that written records are kept of all medicines administered to children.

Parents will be informed if their child has been unwell at school.

A record of what has been administered including how much, when and by whom, will be recorded on a 'MAR chart.

9. Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

School address for emergencies:

Woodside Academy
Colyers lane
Erith
DA8 3PB

10. Training

All new staff will be inducted on the policy when they join the school as part of their induction process. Records of this training will be stored in their personnel file.

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified on an ongoing basis, depending upon students. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The School, in the absence of a nursing team will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

Be sufficient to ensure that staff are competent and have confidence in their ability to support the students

Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

11. Other Issues

School have purchased emergency asthma inhalers and spacers. These would only be administered to students who have been diagnosed with asthma in the unlikely situation that their own inhaler is unavailable, has run out or will not work. Parents of students with asthma have signed consent forms for emergency asthma inhaler use.

12. Liability and indemnity

The LSEAT Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

13. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the DHT SEND/Headteacher in the first instance. If the DHT SEND and then the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

14. Links to other policies

This policy links to the following policies:

Accessibility plan

Complaints

Equality information and objectives

First aid

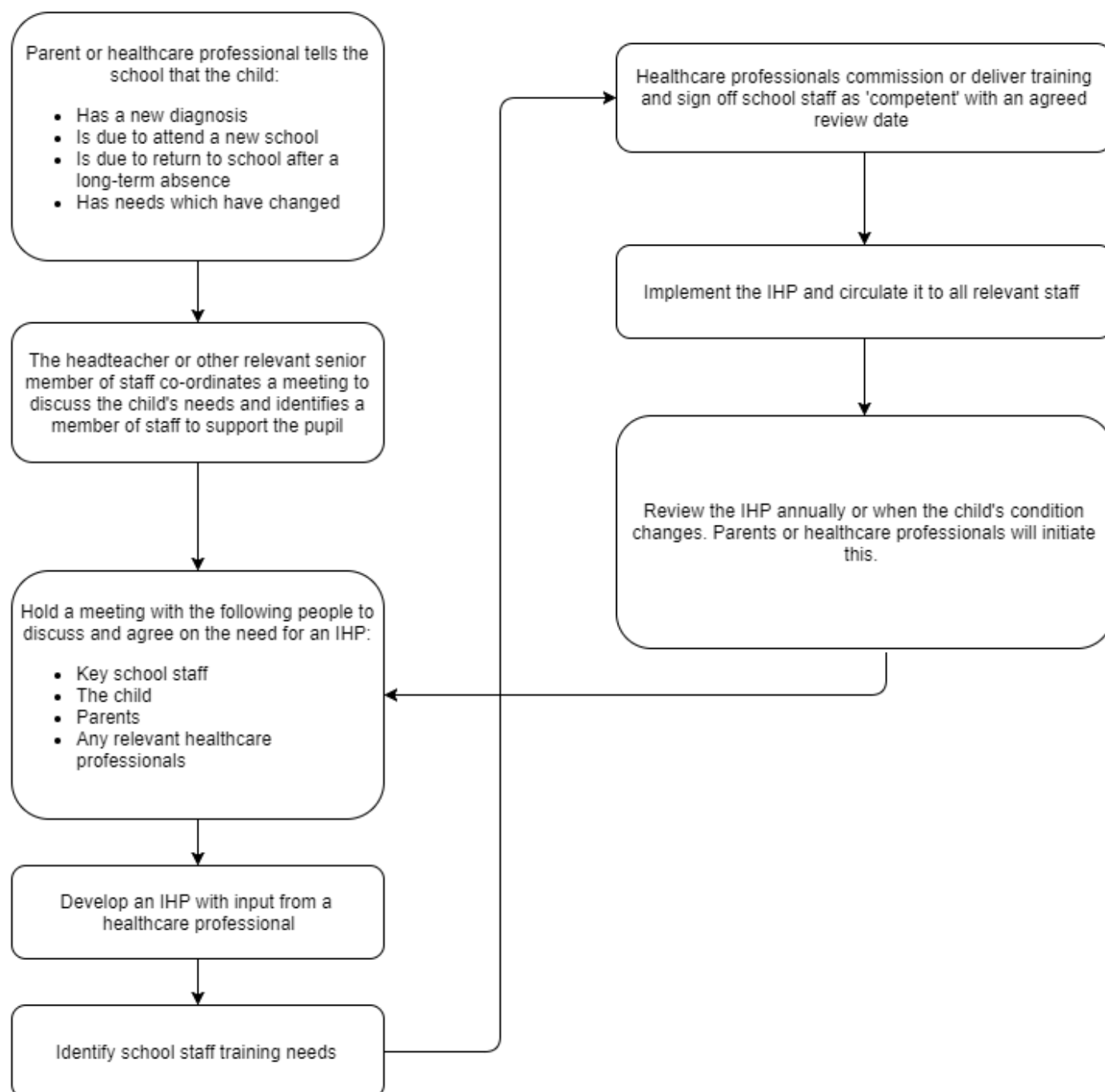
Health and safety

Safeguarding

Special educational needs information report and policy

APPENDIX 1

Since September 2022 there has been no named school nurse and therefore no new IHPs have received health care input.



APPENDIX 2

Medication Tracking Form

Name of Child	Medication	Medication Expiry Date	Date Received in School	Date Returned to Parent/or Medication Finished	Staff name	Signature

APPENDIX 3

DfE Templates - Supporting pupils with medical conditions December 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Template A: individual healthcare plan

Template B: parental agreement for setting to administer medicine

Template C: record of medicine administered to an individual child

Template D: record of medicine administered to all children

Template E: staff training record – administration of medicines

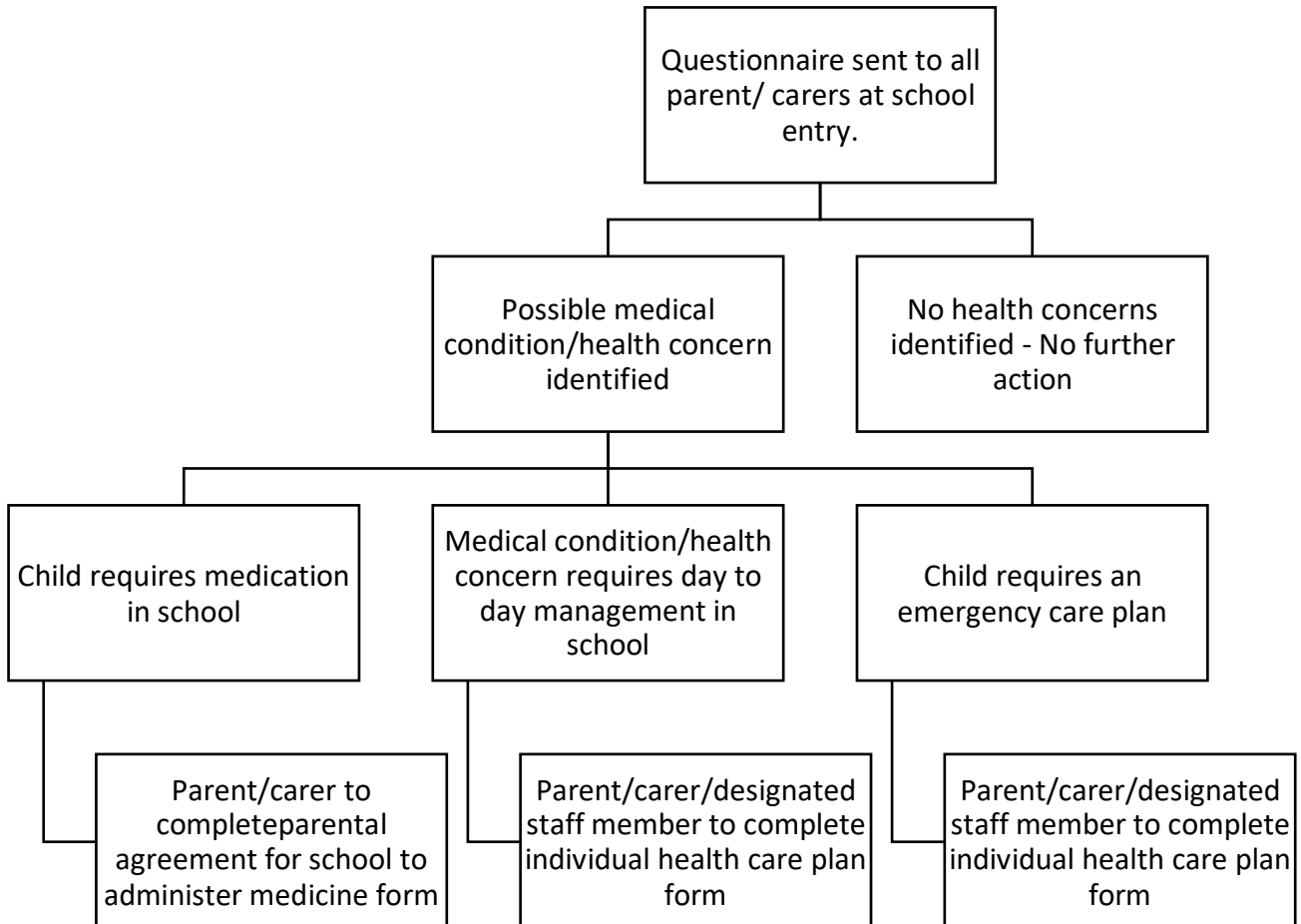
Template F: contacting emergency services

Template G: model letter inviting parents to contribute to individual healthcare plan development

APPENDIX 4

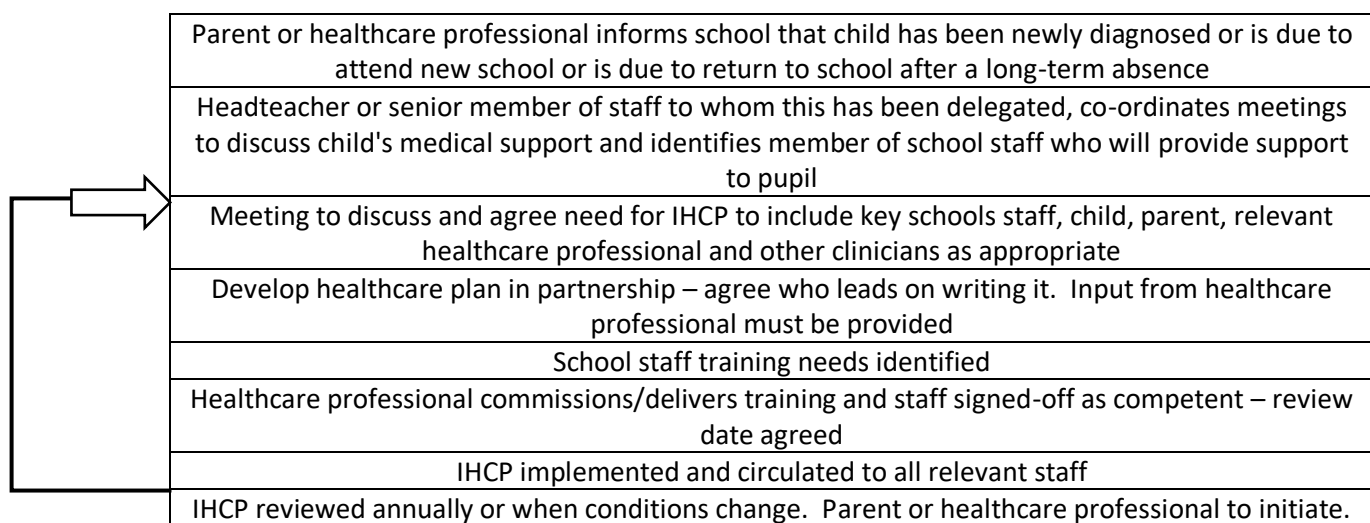
Suggested process for identifying children or young people with a medical condition that may require support in school

Not all children with a health condition will require a health care plan in school however the form will help schools to ascertain which children require support. In addition to this schools may be informed at any other point by a parent or health professional if a child is newly diagnosed with a health condition



APPENDIX 5

Sample flowchart below from the Supporting pupils with medical conditions guidance



APPENDIX 6

Staff Medical conditions

Staff Name.....

Please complete table below if applicable. Please Read & sign statement below.

Medical Condition	Do you take medication for this condition?	Action to be taken in emergency situation
1.		
2.		
3.		

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care to children, they should seek medical advice. Staff are required to sign this declaration confirming that they have sought and adhered to medical advice regarding their medication and their ability to care for children. Staff medication on the premises must be securely stored and out of reach of children at all times NB. Lockers and lockable bags are available on request.

If applicable, staff should ensure that their Team and/or Line Manager are aware of their medical condition and that they know where they store their medication.

Should an emergency arise, in relation to asthma, anaphylaxis or seizure, the standard guidance, as laid out in the school medi alert handbook, will be put into action (if you wish to view this, please ask the Office Manager).

I will contact my Line Manager or Office Manager should I wish to discuss further management of any medical condition in relation to work.

I confirm I have read & understood & agree to above information

Signed..... Date.....