



# Supporting Students with Medical Needs Policy

## Statutory Policy

Created by: Mrs R Sharples

Date presented to governors: 17 September 2020

Review Date: Autumn 2023

For public viewing

Link to other policies/documents:

- The SEN Policy and Information Report
- Safeguarding Policy
- Equality Policy
- Supporting students with Medical needs who are unable to attend school
- Privacy Notice – Parents and Carers
- Privacy Notice- Students

Students with medical needs will need to be considered on any risk assessment for when they are out of the Academy on visits / holidays and other school activities outside of the normal timetable.

- This policy is written in line with the requirements of: -
- Students and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Dec 2015
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, December 2014



## Contents

<b>1. RATIONALE .....</b>	<b>3</b>
<b>2. DEFINITIONS OF MEDICAL CONDITIONS .....</b>	<b>3</b>
<b>3. KEY ROLES AND RESPONSIBILITIES .....</b>	<b>3</b>
THE LOCAL AUTHORITY (LA) IS RESPONSIBLE FOR: .....	3
THE GOVERNING BOARD IS RESPONSIBLE FOR: .....	4
THE PRINCIPAL (OR SOMEONE DELEGATED BY THEM) IS RESPONSIBLE FOR: .....	4
STAFF MEMBERS ARE RESPONSIBLE FOR: .....	5
SCHOOL NURSE WILL BE RESPONSIBLE FOR: .....	5
PARENTS AND CARERS WILL BE RESPONSIBLE FOR: .....	5
<b>4. TRAINING OF STAFF .....</b>	<b>5</b>
<b>5. THE ROLE OF THE STUDENT .....</b>	<b>6</b>
<b>6. INDIVIDUAL HEALTH CARE PLANS (IHCPs) .....</b>	<b>6</b>
<b>7. MEDICATION .....</b>	<b>7</b>
<b>8. EMERGENCIES .....</b>	<b>7</b>
<b>9. AVOIDING UNACCEPTABLE PRACTICE .....</b>	<b>8</b>
<b>10. INSURANCE .....</b>	<b>8</b>
<b>11. COMPLAINTS .....</b>	<b>8</b>
<b>APPENDIX 1 - INDIVIDUAL HEALTH CARE PLAN IMPLEMENTATION PROCEDURE .....</b>	<b>9</b>
<b>APPENDIX 2 - SAINT WILFRID'S CHURCH OF ENGLAND ACADEMY MEDICATION ADMINISTERING FORM .....</b>	<b>9</b>
<b>APPENDIX 3 - SAINT WILFRID'S CHURCH OF ENGLAND ACADEMY RECORD OF MEDICATION ADMINISTERED TO AN INDIVIDUAL CHILD .....</b>	<b>10</b>
<b>APPENDIX 4 - CONTACTING EMERGENCY SERVICES .....</b>	<b>13</b>
<b>APPENDIX 5 - MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTH CARE PLAN .....</b>	<b>14</b>

## 1. Rationale

Saint Wilfrid's is a Christian community and as such believes that all members of the Academy are of invaluable worth. The main purpose of the Academy is to provide an excellent education, both academically and socially, in a Christian context, to enable all its students to grow up to take their full part as citizens of this world and the next. We recognise we have a responsibility to make the school a safe and compassionate environment for students to learn and make progress and as such have created this policy to ensure all students receive the best possible care.

## 2. Definitions of Medical Conditions

Students medical needs may be broadly summarised as being of two types: -

- **Short-term** affecting their participation at school because they are on a course of medication (see Attendance and Punctuality Policy)
- **Long-term** potentially limiting access to education and requiring on-going support, medication or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that students feel safe.

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

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

A "staff member" is defined as any member of staff employed at Saint Wilfrid's Church of England Academy including teachers.

## 3. Key Roles and Responsibilities

**The Local Authority (LA) is responsible for:**

Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.

Providing support, advice and guidance to the Academy and its staff.

Making alternative arrangements for the education of students who need to be out of Academy for fifteen days or more due to a medical condition (with a letter from a Medical Consultant)

**The Governing Board is responsible for:**

The overall implementation of the Supporting Students with Medical Conditions Policy and procedures within Saint Wilfrid's Church of England 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 Academy's Complaints Policy.

Ensuring that all students with medical conditions are able to participate fully in all aspects of Academy life.

Ensuring that relevant training is delivered to staff members who take on responsibility to support students with medical conditions.

Guaranteeing that information and support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

Keeping written records of any and all medications administered to individual students and across the Academy population.

Ensuring the level of insurance in place reflects the level of risk.

**The Principal (or someone delegated by them) is responsible for:**

The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Saint Wilfrid's Church of England 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 student's medical condition.

Developing Individual Health Care 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.

Ensuring that after completion of training a copy of the certificate is kept on file.

Ensuring the correct level of insurance is in place for staff who support students in line with this policy.

Contacting the school nursing service in the case of any student who has a medical condition.

Ensuring supply staff have accurate records on student's medical conditions

Annual contact with parents to review IHCP.

**Staff members are responsible for:**

Taking appropriate steps to support students with medical conditions.

Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

Administering medication, if they have agreed to undertake that responsibility and are trained.

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.

**School nurse will be responsible for:**

Developing Individual Health Care Plans (IHCP's) in conjunction with appropriate health care professionals.

Notifying the Academy when a student has been identified as requiring support in the Academy due to a medical condition.

Liaising locally with lead clinicians on appropriate support.

**Parents and Carers will be responsible for:**

Keeping the Academy informed about any changes to their child/children's' health.

Completing a parental agreement to allow Academy staff to administer medication before bringing medication into Academy.

Providing the Academy with the medication their child requires and keeping it up to date.  
Collecting any leftover medication at the end of the course or year or when out of date.

Discussing medications with their child prior to requesting that a staff member administers the medication.

Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with healthcare professionals, the school nurse, the SENDCo, other staff members.

## **4. Training of Staff**

Teachers and support staff will receive training on the Supporting Students with Medical Needs Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development and as required by the needs of the student. The clinical lead for this training is the Academy's School Nurse.

No staff member may administer prescription medication or undertake any healthcare procedures without undergoing specific training.

No staff member may administer drugs by injection unless they have received training in this responsibility, including the use of Adrenaline Pens.

The Senior Vice Principal will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **5. The role of the Student**

Students who are advised as being competent will be encouraged to take responsibility for managing their own medication and procedures.

Students will be allowed to carry their own medications and devices where possible. Where this is not possible, their medication 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 member of staff.

## **6. Individual Health Care Plans (IHCPs)**

Where necessary, an Individual Health Care Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Principal, Special Educational Needs Coordinator (SENDCo) and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a student'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 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.

## **7. Medication**

Where possible, it is preferable for medication to be prescribed in frequencies that allow the student to take them outside of Academy hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for the Academy to administer medication.

No student will be given any prescription or non-prescription medication 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 student under 16 years of age will be given medication containing aspirin without a prescription.

Medication MUST be in date, labelled, and provided in the original container (except in the case of insulin and Adrenaline Pens which may come in a pen or pump) with storage and dosage instructions. Medication which does not meet these criteria will not be administered.

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

Controlled drugs may only be taken on Academy 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 the Medical Room in sickbay

Any medications left over at the end of the course will be returned. Written records will be kept of any medication administered to students.

Students will never be prevented from accessing their medication.

Saint Wilfrid's Church of England Academy cannot be held responsible for side effects that occur when medication is taken.

## **8. Emergencies**

Medical emergencies will be dealt with under the Academy's emergency procedures.

Where an Individual Health Care 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 student until an appropriate adult arrives.

## **9. Avoiding unacceptable practice**

Saint Wilfrid's Church of England Academy understands that the following are 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 Academy
- Sending the student alone to the medical room if they become ill.
- Making parents feel obliged or forcing parents to attend the Academy to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in Academy life, including Academy trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **10. Insurance**

Teachers who undertake responsibilities within this policy are covered by the Academy's insurance.

Full written insurance policy documents are available on request 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 Operations and Finance Manager.

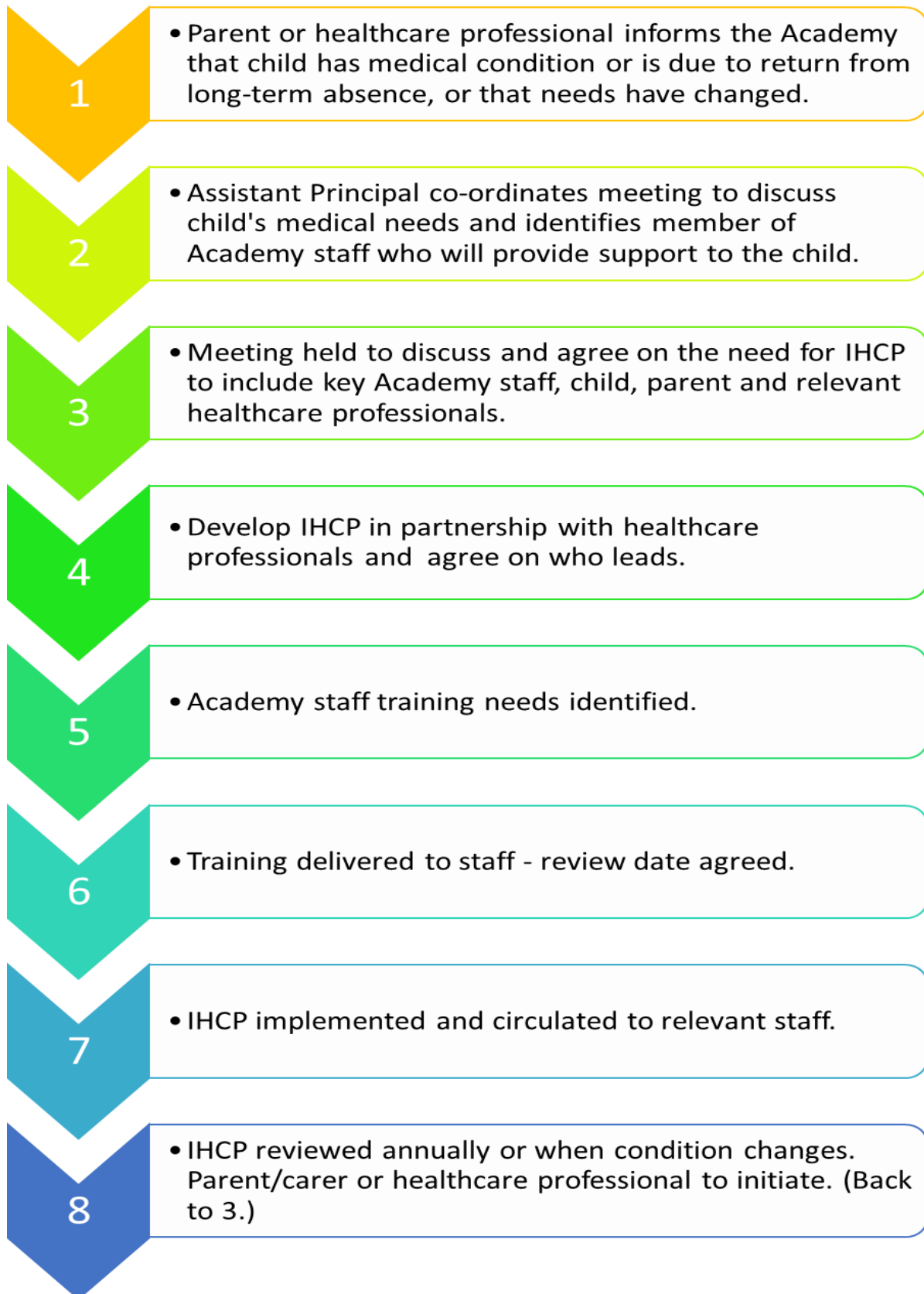
## **11. Complaints**

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

- Stage 1 - Complaint heard by Staff Member
- Stage 2 - Complaint heard by Principal
- Stage 3 – Complaint heard by the Governing Body



## Appendix 1 - Individual Health Care Plan Implementation Procedure



## Appendix 2 - Saint Wilfrid's Church of England Academy medication administering form

Date for review to be initiated by

Name of child	
Date of birth	
Tutor group	
Medical condition or illness	

### Medication

Name/type of medication (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy/setting needs to know about?	
Self-administration – Y / N	
Procedures to take in an emergency	

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

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medication personally to	Mrs E Cooper

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy/setting staff administering medication in accordance with the Academy/setting policy. I will inform the Academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### Appendix 3 - Saint Wilfrid's Church of England Academy record of medication administered to an individual child

Name of child	
Date medication provided by parent	
Tutor group / Year Group	

Quantity received  
 Name and strength of medication  
 Expiry date  
 Quantity returned  
 Dose and frequency of medication


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  
 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			
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 4 - 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 – Main Switchboard – 01254 604000
- Your name.
- Your location as follows: Saint Wilfrid's Church of England Academy, Duckworth Street, Blackburn, BB2 2JR
- The exact location of the patient within the Academy.
- The name of the child 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.

## Appendix 5 - Model letter inviting parents to contribute to Individual Health Care Plan

Lancashire Care 

NHS Foundation Trust

Please attach your own logo as needed

### PRIVATE AND CONFIDENTIAL

Date:

The Parent/Guardian of .....

DOB:

Address:

NHS No:

Dear Parent/Guardian

Your child's health care plan is now due for an annual review and we need you to complete and return the attached slip to the above address/school, **(please delete as appropriate)** reporting any changes required.

Please include any changes to contact details, medicine dosages, treatments etc. Please note that it is the Parent/Guardians responsibility to inform school of any changes to the health care plan. As you know a copy of this document is held in school, and gives specific direction as to how we manage your child's health condition, it is therefore important that your child's health care plan contains up-to-date information.

If we do not receive the slip by **insert date** we will assume no changes need to be made.

Yours sincerely

~~Please add~~

X

Please sign and return this slip by **insert date** to school/the above address **please delete as appropriate-**

Name of child ..... Date of Birth .....

Class ..... Year .....

No change to health care plan ☐

Changes required ☐

Please detail changes below, if necessary use the reverse of this sheet.

.....  
.....  
.....

Signature of parent/guardian ..... Date .....