

Supporting Pupils with Medical Conditions Policy



seeat

SOUTH EAST ESSEX ACADEMY TRUST

Approved by: SEEAT Board

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Last reviewed on: Summer 2016

Next review due by: Spring 2023

KEY CONTACTS

ACADEMY	WHSG	ROCHFORD	PRINCE AVENUE	HOLT FARM
LA	SOUTHEND	ESSEX	SOUTHEND	ESSEX
HEADTEACHER	DR P HAYMAN	MR OWEN	MR CLEMENTS	MRS WASS
FIRST AID LEAD	OFFICE MANAGER	OFFICE MANAGER	OFFICE MANAGER	OFFICE MANAGER

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1. Introduction

The South East Essex Academy (SEEAT) is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that all students with medical needs experience the best possible care whilst at SEEAT. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at each Academy and that commitment is given to making reasonable adjustments to development/or adaptation to Academy facilities for children with medical conditions.

All medical information received by each Academy within SEEAT will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedure will be discussed with the students and parents for their agreement prior to the 'disclosure'. (Throughout this policy, the term 'parents' means all those having parental responsibility for a child).

Each Academy within SEEAT will hold up-to-date procedures specific to the individual's Academy, giving guidance on the implementation of the Policy.

In the event of a complaint, reference will be made to the Complaints Policy. Reference may also be made to the Academy's Insurance Policy if requested.

2. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how each Academy will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The local governing body for each Academy will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Sally Martin (WHSG Office Manager).

3. Legislation and statutory responsibilities

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

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

This policy also complies with our funding agreement and articles of association.

4. Roles and responsibilities

4.1 The Local Governing Body

The local governing body for each Academy has ultimate responsibility to make arrangements to support pupils with medical conditions. Each local governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

4.2 Academy 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 and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact their Academy nursing service in the case of any pupil who has a medical condition that may require support at their Academy, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

4.3 Staff

Supporting pupils with medical conditions during Academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils 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 pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP (where one is required) and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

4.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

4.6 School nurses and other healthcare professionals

Each Academy nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts at the Academy, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the Academy nurses and notify them of any pupils identified as having a medical condition.

5. Equal opportunities

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

Each Academy will consider what reasonable adjustments need to be made to enable these pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

6. Being notified that a child has a medical condition

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

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

See Appendix 1.

6.1 Students with long-term medical needs

Students with medical needs entering the Academy will usually be identified through discussions with parents. Appropriate records will be kept on the students' file and on the Academy's Management Systems (MIS).

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parents will be required to complete a Medical Statement Form to identify any medical needs. This may require endorsement from the student's General Practitioner.

Parents are responsible for informing the Academy of medical issues that arise during the student's time at the Academy.

Where a student suffers regularly from acute pain, such as migraine, parents must authorise and supply appropriate painkillers for their child's use with dated written instructions about how and when the child should take the medication.

7. Individual healthcare plans

Each Academy Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Academy Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the Academy nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Academy local governing body and the Office Manager/Pastoral Support Coordinator (SENCO where a student is identified as SEN or has an EHCP) will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil'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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the Academy Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other Academy activities outside of the normal Academy timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

8. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil'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 pupil without the knowledge of the parents.

Pupils are not permitted to carry paracetamol on them at the Academy. Should they require pain relief they must attend the office.

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

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

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 Academy 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. Pupils 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 pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

8.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

8.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

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

9. Managing illness during the Academy day

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should first be sent to the Academy Office, accompanied by another student.

Where parents have been contacted with regard to their child being unwell, parents have the responsibility to collect their child, or arrange for their child to be collected as soon as possible.

SEEAT has a strict policy that no medication will be given orally or externally unless permission has been given by the parent in writing for a prolonged period or by email in a one-off situation. Parents will be contacted each time a new drug is to be administered to a child.

If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home with the student.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.

The First Aider will inform parents in writing of any serious accident or attack or condition that occurs while the student is in one of the Academies; such occurrences will be noted in the medical book by the First Aider.

In an emergency, an ambulance must be called, either by the First Aider involved or the Academy Headteacher/Deputy Headteacher, and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Generally staff will not take students to hospital in their own cars.

10. Off Premise visits

SEEAT believes that all students are entitled to participate fully in activities associated with their Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

Parents must inform the Academy in writing of any known medical condition that their child suffers from. The staff supervising the trip/visit must be adequately briefed by the parents, including relevant emergency procedures.

If the visit extends beyond the hours of the normal Academy day and a student should need to take medication, the parent must inform the teacher in charge of the visit. The medication must be given to the teacher in charge with clear written instructions about the dosage.

It is the responsibility of the trip organiser and teacher to ensure that the medication is available when required. If this is likely to cause a problem, for example, because of the lack of refrigeration, this should be discussed with the parent.

No member of staff will administer injections. If a student requires injections, other arrangements will have to be considered, e.g. the parent accompanying the group.

On returning to the Academy the medication and form is returned to the office.

11. Policy on specific medical issues

SEEAT welcomes all students and encourages them to participate fully in all activities.

Each Academy will advise staff on the practical aspects of management of:

- Asthama attacks
- Diabetes
- Epilepsy
- An Anaphylactic Reaction
- Cystic Fibrosis
- Sickle Cell Anaemia

Each Academy will keep records of students who may require such treatment.

SEEAT expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with their Academy together with clear guidance on the usage of the medication.

12. Academy Specific Procedures

Each Academy will follow the Supporting Pupils with Medical Conditions Policy as approved by the SEEAT Board.

Each Academy will maintain its own set of local procedures covering specific aspects relating to supporting medical needs of their students.

13. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil 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, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils 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 pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

14. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs 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 pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

15. Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals 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 pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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.

16. Record keeping

The local governing body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school, e.g sickness, head injury etc.

IHPs are kept in a readily accessible place which all staff are aware of.

17. Liability and indemnity

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

18. Complaints

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

19. Monitoring arrangements

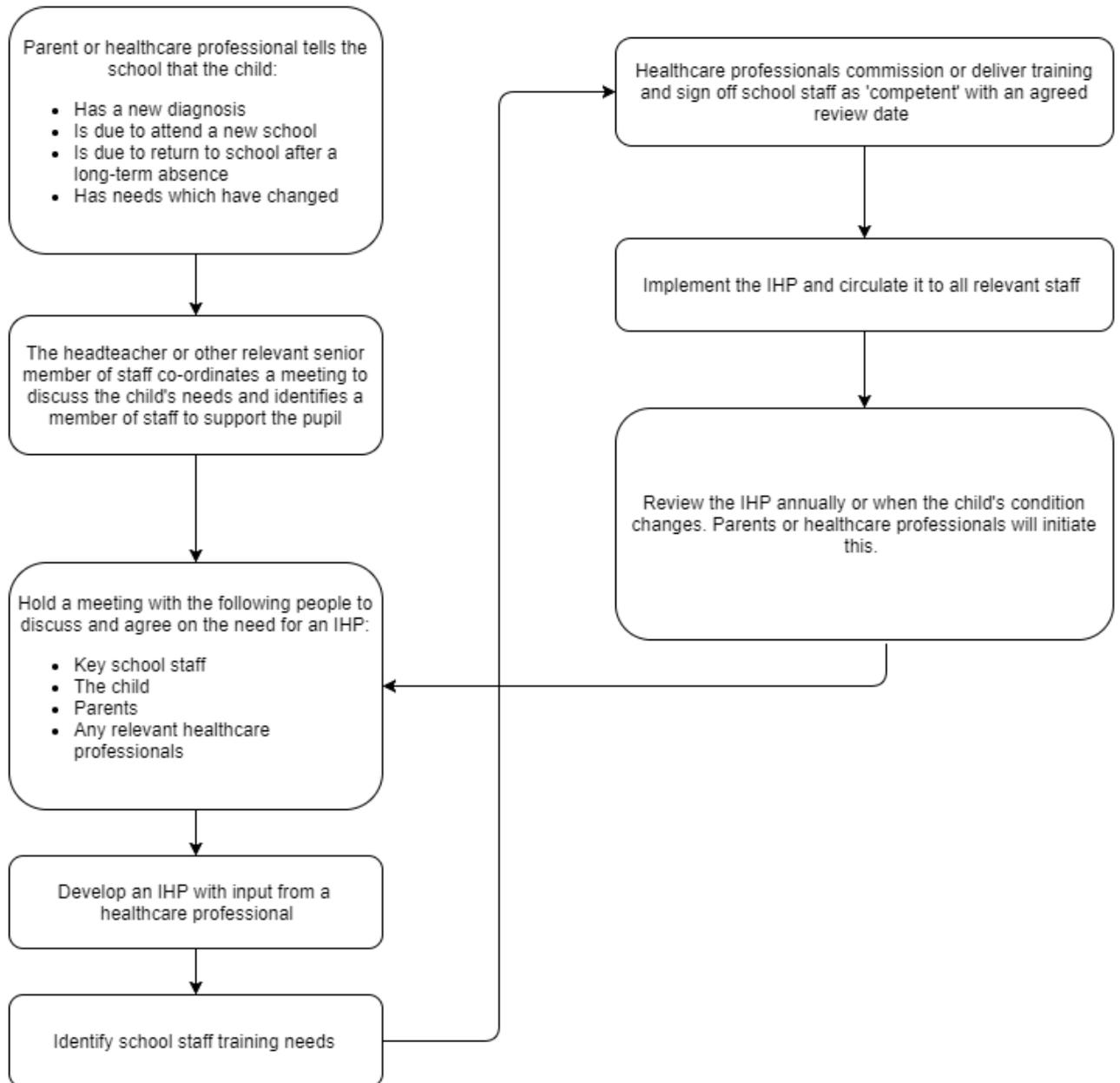
This policy will be reviewed and approved by the local governing body bi-annually.

20. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality Scheme and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

i. Appendix 1: Being notified a child has a medical condition



APPENDIX 2

Flow Chart of Healthcare Plan Process

New Students (Year 3 to 6)

Office will send out Medical Form to all new students
On receipt of this, Admissions Officer will assess whether to send Individual Healthcare Plan to parent and advise relevant PSC
Once parent has completed this, relevant PSC will make contact with parent to finalise the form.
PSC to advise Office of any specific details and a copy of Individual Healthcare Plan to be placed in Medical File and on Student file
Relevant PSC will then make contact with parent annually or if anything changes with the care of Student.

Current Students already at Holt Farm Junior School

Relevant PSC to assess the students in their care and decide which students need an Individual Healthcare Plan
Relevant PSC to email Individual Healthcare Plan to parents of student
Once parent has completed this, relevant PSC will make contact with parent to finalise the form.
PSC to advise Office of any specific details and a copy of Individual Healthcare Plan to be placed in Medical File and on Student file
Relevant PSC will then make contact with parent annually or if anything changes with the care of Student.

APPENDIX 3

INDIVIDUAL HEALTHCARE PLAN

STUDENT'S DETAILS

STUDENT'S NAME	
TUTOR GROUP	
DATE OF BIRTH	
STUDENT'S ADDRESS	
MEDICAL DIAGNOSIS or CONDITION	
DATE PLAN STARTED	
REVIEW DATE	

FAMILY CONTACT INFORMATION

NAME	
FIRST CONTACT	
PHONE NUMBER (HOME)	
(WORK)	
(MOBILE)	
RELATIONSHIP TO STUDENT	
SECOND CONTACT	
PHONE NUMBER (HOME)	
(WORK)	
(MOBILE)	
RELATIONSHIP TO STUDENT	

CLINIC/HOSPITAL CONTACT (if known)

SPECIALIST/CONSULTANT'S NAME	
PHONE NUMBER	

G.P. INFORMATION

DR'S NAME	
SURGERY PHONE NUMBER	
SURGERY ADDRESS	

DESCRIBE MEDICAL NEEDS, GIVING DETAILS OF STUDENT'S SYMPTOMS

DETAILS OF MEDICATION

MEDICINE NAME (s)	
DOSAGE	
ADMINISTERED AT HOME OR TAKEN IN SCHOOL BY STUDENT (please circle)	HOME SCHOOL

DAILY CARE REQUIREMENTS

ie: (allow to rest for 10 minutes, allow to sit outside for some fresh air)

ACTION TO BE TAKEN BY SCHOOL IF NEEDED

ie: (call ambulance, call home, administer EpiPen)

ARRANGEMENTS FOR SCHOOL TRIPS

ANY OTHER INFORMATION

COMPLETED BY

STAFF NAME	
DATE	