

Supporting students with medical conditions

Learning for Life

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1 INTRODUCTION

The Children and Families Act 2014 includes a duty for Academies to support students with medical conditions.

Where students have a disability, the requirements of the Equality Act 2010 will also apply. Where students have an identified special need, the SEN Code of Practice will also apply.

All students have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at Academy to help them manage their condition and keep them well.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Our Academy will build relationships with healthcare professionals and other agencies and in order to support effectively students with medical condition

2 ROLES AND RESPONSIBILITIES

The Named Person responsible for students with medical conditions is Wendy Savery (First Aider) and overseen by Sarah Danskin-Lewis (AHT/SENDCo)

This operational lead person is responsible for:

- Informing relevant staff of medical conditions
- Informing the strategic lead of training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for Academy visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents/carers, students, healthcare professionals and other agencies

This strategic lead person is responsible for:

- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information

The Governing Body is responsible for:

- Determining the Academy's general policy and ensuring that arrangements are in place to support students with medical conditions.

The Headteacher is responsible for:

- Overseeing the management and provision of support for students with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that Academy staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of students they work with, in line with training received and as set out in IHPS
- Working with the named person, ensure that risk assessments are carried out for Academy visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a student with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

Wendy Savery and Sarah Danskin-Lewis are responsible for:

- Notifying the Academy when a student has been identified as having a medical condition which will require support in Academy. Wherever possible this should be done before the student starts at our Academy.
- Providing support for staff on implementing a student's individual healthcare plan and providing advice and liaison including with regard to training

3 PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION

The named person will liaise with relevant individuals, including as appropriate parents/carers, the individual student, health professionals and other agencies to decide on the support to be provided to the student

Where appropriate, an Individual Healthcare Plan will be drawn up

Appendix A outlines the process for developing individual healthcare plans

4 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

An IHCP will be written by Wendy Savery or Sarah Danskin-Lewis and supported by the Cockburn School Nurse, when required, for students with a medical condition that is long term and complex.

It will clarify what needs to be done, when and by whom and include information about the student's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity

Where a student has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP

IHCPS will be reviewed annually, or earlier if evidence is provided that a student's needs have changed

5 ADMINISTERING MEDICINES

Written consent from parents/carers must be received before administering any medicine to a student at Academy.

Medicines will only be accepted for administration if they are:

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

The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

Medicines should be stored safely. Students should know where their medicines are at all times.

Written records will be kept of all medicines administered to students by Wendy Savery or other members of the First Aid trained staff.

Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication, however we limit this to an inhaler. Insulin and epi-pen.

6 ACTION IN EMERGENCIES

A copy of this information will be displayed in the Academy office

Request an ambulance – dial 999 and be ready with the information below.

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

1. The Academy's telephone number:
2. Your name
3. Your location: Cockburn John Charles Academy, Old Run Road, Leeds LS10 2JU
4. Provide the exact location of the patient within the Academy
5. Provide the name of the student and a brief description of their symptoms

6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Ask office staff to contact premises to open relevant gates for entry

Contact the parents/carers to inform them of the situation

A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the student in the ambulance.

7 ACTIVITIES BEYOND THE USUAL CURRICULUM

Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum

When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate

8 UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to students with medical conditions, although the Academy will use discretion to respond to each individual case in the most appropriate manner.

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

9 COMPLAINTS

An individual wishing to make a complaint about actions regarding the Academy's actions in supporting a student with medical conditions should discuss this with the Academy in the first instance

If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the complaints policy

10 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

See DfE documents:

Supporting pupils at Academy with medical conditions

Templates for supporting pupils at Academy with medical conditions

Appendix A – IHCP template

Individual Healthcare Plan

School Name
Student's Name
Form
Date of birth
Student's address
Medical diagnosis/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

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

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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 student'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 B: PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS

Parent/carer or healthcare professional informs Academy that a student has been newly diagnosed, or is due to attend new school, or is due to return to the Academy after a long-term absence, or that needs have changed

Headteacher or senior leader of Academy staff to whom this has been delegated, coordinates meeting to discuss student's medical support needs; and identifies member of Academy staff who will provide support to the student

Meeting to discuss and agree on need for IHCP to include key Academy staff, student, parent/carer, relevant healthcare professional and other medical health clinician as appropriate (or to consider written evidence by them)

Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided

Academy staff training needs identified

Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed

IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional initiate