



KOA Supporting Students with Medical Conditions Policy

Adopted by the Academy Council on:
13/11/2017

Reviewed annually



Policy title: KOA Supporting Students with Medical Conditions Policy

All-through

Date adopted: 13 November 2017

Version	Date	Page	Change	Origin of Change <i>E.g. change in legislation</i>
V 1.0	19 September 2016			
	November 2017		No Change	

Purpose of this policy:

Section 100 of the Children and Families Act 2014 places a duty on the Academy Council and Senior Leadership Team to make arrangements for supporting students at the Academy with medical conditions. Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

This policy will be reviewed regularly and will be readily accessible to parents/carers and staff through our website.

Policy Implementation

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy lies with the Vice Principal. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. Trevor Fowler, Cover Manager, will be responsible for briefing supply teachers, risk assessments for school visits and other school activities outside of the normal timetable and for the overview of individual healthcare plans. All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

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

- Short-term affecting their participation in Academy activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The Role of Staff at King's Oak Academy

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education Health and Care (EHC) plan which bring together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the Additional Needs Policy.

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The Academy, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence. Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At the Academy, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Procedures to be followed when Notification is received that a Student has a Medical Condition

We will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, when a student is reintegrated following an absence or when student's needs change. For children starting at King's Oak Academy arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to King's Oak Academy mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. In making the arrangements, the Academy will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The Academy will ensure that arrangements give parents/carers and students confidence in the Academy's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as aiming to increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need. The Academy will ensure that arrangements are clear and unambiguous 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 Academy will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. The Academy will make sure that no child with a medical condition is denied admission or prevented from attending the Academy because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example infectious diseases.

The Academy does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary, to ensure that the right support can be put in place. This will usually be led by Diana Burt, SENCO or the Vice Principal. Following the discussions, an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff will stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance. Individual Health Care Plans will be written and reviewed by Diana Burt [SENCO] but it will be the responsibility of all members of staff supporting the individual children to ensure that the plan is followed. Individual Health Care Plans will help to ensure that the Academy effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The Academy, health care professional and parents/carers should agree, based on evidence, when a Health Care Plan would be inappropriate. If consensus cannot be reached, the Vice Principal, is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in **Annex A**.

Individual Health Care Plans will be accessible to all who need to refer to them, whilst preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan. **Annex B** shows a template for the Individual Health Care Plan and the information needed to be included. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the parent/carer, by a member of school staff or a health care professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Lead Professional (usually the SENCO) with support from parents/carers, and a relevant health care professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the Academy.

The academy will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the academy assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has an SEN identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan.

Annex B provides a template for the Individual Health Care Plan but it is a necessity that each one includes;

- the medical condition, its triggers, signs, symptoms and treatments
 - the student'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/noisy conditions, travel time between lessons
 - specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
 - the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
 - who in the school needs to be aware of the child's condition and the support required
 - arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the student during school hours
 - separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
 - where confidentiality issues are raised by the parents/carers or child, the designated individuals to be entrusted with information about the child's condition
 - what to do in an emergency, including whom to contact, and contingency arrangements.
- Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the Academy's responsibility to write or review.

The Child's Role in managing their own Medical Needs

If it is deemed, after discussion with the parents/carers, that a child is competent to manage their own health needs and medicines, the academy will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the main office to ensure that the safeguarding of other children is not compromised. The academy does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/carers should be informed so that alternative options can be considered.

Managing Medicines on the King's Oak Site

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the academy when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parents'/carers' written or verbal consent.
- The academy will only accept prescribed medicines that are 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 still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container. For a child who requires a non-prescription medicine on a more regular basis, for example, period pains or migraine, then these can only be held in the office in the original package with the child's name clearly marked and the date brought into school.
- If a child requires a non-prescription medicine for a one off situation, the first aider will phone the parent/carer for them to deliver the medicine to school.
- All medicines will be stored safely in the main office. Children should know where their medicines are at all times and be able to access them via reception.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children through reception. If a child requires an asthma inhaler, it is crucial that there is an inhaler in the academy at all times. This is the parents'/carers' responsibility.
- During school trips, the first aid trained member of staff will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The Academy will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the Academy should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Principles and Good Practice

Although academy staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is generally good practice to:

- ensure that children can easily access their inhalers and medication and administer their medication when and where necessary
- recognise that not every child with the same condition requires the same treatment
- ensure that the views of the child or their parents/carers are heard and that medical evidence or opinion is taken into account (although this may be challenged)
- put in place support to avoid sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- ensure that a child is appropriately accompanied if they become ill and need to be sent to the school office
- take medical issues into account regarding their attendance record if their absences are related to their medical condition e.g. hospital appointments
- allow students to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively
- support parents/carers in the administration of medication and in providing medical support to their child, including with toileting issues. No parent/carer should have to give up working because the academy is failing to support their child's medical needs
- ensure that children can participate in all aspects of academy life, including school trips unless evidence from a clinician such as a GP states that this is not possible.

Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the academy. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Academy's Complaints Policy.

Annex A

Model Process for Developing Individual Health Care Plans

Parent or health care professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed.



Principal or senior member of school staff to whom this has been delegated, coordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to student.



Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant health care professional and other medical/health clinician as appropriate [or to consider written evidence provided by them].



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



School staff training needs identified.



Health care professional commissions/delivers training and staff signed-off as competent – review date agreed.



IHCP implemented and circulated to all relevant staff.



IHCP reviewed annually or when condition changes. Parent or health care professional to initiate.

Annex B

Child's Name:
Tutor Group:
Date of Birth:
Address:

Medical Diagnosis or Condition:

Date:
Review Date:

Name of Parent/Carer [1]:

Contact Numbers: Work:
Home:
Mobile:

Relationship to Child:

Name of Parent/Carer [2]:

Contact Numbers: Work:
Home:
Mobile:

Relationship to Child:

Clinic/Hospital Name:

Contact Number:

GP's Name:

Contact Number:

Describe medical needs and give details

**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, stat if different for off-site activities

Staff training needed/undertaken – who, what, where, when

Plan developed with

Signed

Form copied to

ANNEX C

King's Oak Academy Record of Medicine Administered to an Individual Child

Child's Name:
Tutor Group:
Date medicine provided by
Parent/Carer:
Quantity received:

**Name and strength of
medicine:**

Expiry Date:
Quantity returned:
**Dose and frequency of
medicine:**

Staff signature:
Parent/Carer signature:
