

	Students with Medical Conditions Policy	Author:	Vivien Sharples
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STATEMENT OF PRINCIPLES

The Academy is an inclusive community that welcomes and supports students with medical conditions.

The Academy provides all students with any medical condition the same opportunities as others at Academy.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they have finished compulsory education.

The Academy makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff will understand what to do in an emergency.

The Academy understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The Academy understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers.

All staff understand the medical conditions which affect students at the Academy. Staff receive information and training on the impact medical conditions can have on students.

The named members of Academy staff responsible for this medical conditions policy and its implementation are Mrs S Hughes and Mr S Waller. All staff are required to read, understand and implement this policy.

The Academy will listen to the views of students and parents/carers. Students and parents/carers can feel confident in the care they receive from the Academy and the level of that care meets their needs.

Staff understand the medical conditions of students at the Academy and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole Academy and local health community understand and support the medical conditions policy.

The Academy understands that all children with the same medical condition will not have the same needs.

The Academy recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

STAFF AWARENESS

All Academy staff, including temporary or supply staff, are aware of the medical conditions at the Academy and understand their duty of care to students in an emergency.

All staff receive information about what to do in an emergency and this is refreshed at least once a year. All children with a medical condition at the Academy have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the Academy's general emergency procedures.

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

Mrs S Hughes is the lead First Aid member of staff and should always be called in the event of a medical situation. In her absence, Mr Hurst will take on this role. Mrs Hughes will call for an ambulance if necessary and arrange for parents/carers to be informed.

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

MEDICATION

The Academy has clear guidance on providing care and support and administering medication at Academy.

The Academy understands the importance of medication being taken and care received as detailed in each student's IHP.

The Academy will make sure that there are members of staff who have been trained to administer the medication and meet the care needs of an individual child. The Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The Academy's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

The Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's/carer's written consent, except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.

When administering medication, for example pain relief, the Academy will check the maximum dosage and when the previous dose was given. Parents/carers will be informed. The Academy will not give a student under 16 aspirin unless prescribed by a doctor.

The Academy will make sure that a member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays where necessary and that s/e will receive appropriate support and training.

Parents/carers at the Academy understand that they should let the Academy know immediately if their child's needs change. Parents/carers are asked to update information at least annually.

If a student misuses their medication, or anyone else's, their parent/carers is informed as soon as possible and the Academy's disciplinary procedures are followed.

The Academy has clear guidance on the storage of medication and equipment at Academy.

The Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the Academy and on off-site activities, and is not locked away. Students may carry their inhalers and epipens with them if they wish, or they know exactly where to access it.

Students cannot carry controlled drugs. The Academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at the Academy can administer a controlled drug to a student once they have had specialist training.

The Academy will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

The Academy will store medication that is in date and labelled, in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents/carers are asked to collect all medications/equipment at the end of the Academy term, and to provide new and in-date medication at the start of each term.

All medication is checked termly. Mrs S Hughes will contact the student, as appropriate, and inform parents/carers about out of date medicines.

RECORD KEEPING

Parents/carers at the Academy are asked if their child has any medical conditions on the enrolment form.

The Academy uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, Academy staff, specialist nurse (where appropriate) and relevant healthcare services.

The Academy has a centralised register of IHPs, and an identified member of staff has the responsibility for this register. IHPs are regularly reviewed, at least every year or whenever the student's needs change.

The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other Academy staff are made aware of and have access to the IHP for the students in their care.

The Academy makes sure that the student's confidentiality is protected.

The Academy seeks permission from parents/carers before sharing any medical information with any other party.

The Academy meets with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which accompanies them on the visit.

The Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The Academy makes sure that all staff providing support to a student have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/Academy nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/Academy nurse/other suitably qualified healthcare professional will confirm their competence and the Academy keeps an up-to-date record of all training undertaken and by whom.

THE ACADEMY ENVIRONMENT

The Academy ensures that the whole Academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

The Academy is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. The Academy is also committed to an accessible physical environment for out-of-Academy activities.

The Academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended Academy activities and residential visits.

All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the Academy's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

The Academy understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-Academy clubs and team sports.

The Academy understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

The Academy makes sure that students have the appropriate medication/equipment/food with them during physical activity.

The Academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at Academy as any other child, and that appropriate adjustments and extra support are provided.

All Academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. The Academy will not penalise students for their attendance if their absences relate to their medical condition.

The Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.

Students at the Academy learn what to do in an emergency.

The Academy makes sure that a risk assessment is carried out before any out-of-Academy visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. This is all recorded on the EVOLVE system. Mr J Done, Assistant Head, is the EVC and is responsible for these risk assessments.

TRIGGERS

The Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks.

The Academy is committed to identifying and reducing triggers both at Academy and on out-of-Academy visits.

Academy staff will be given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers

The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole Academy day and on out-of-Academy activities. Risk assessments are carried out on all out-of-Academy activities, taking into account the needs of students with medical needs.

The Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes Academy policy according to these reviews.

ROLES

Each member of the Academy and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

When a year group moves on to a new Head of Year there will be a full and detailed briefing on students with medical conditions and how their needs are met. This will be delivered by the former Head of Year in conjunction with the Academy's First Aid/Student Welfare support.

The Academy works in partnership with all relevant parties including the student (where appropriate), parent/carer, Academy's Governing Body, all Academy staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

REVIEW

The medical conditions policy is regularly reviewed, evaluated and updated. Medical updates on students are produced every year or as necessary.

In evaluating the policy, the Academy seeks feedback from key stakeholders including students, parents/carers, Academy healthcare professionals, specialist nurses and other relevant healthcare professionals, Academy staff, local emergency care services, governors and the Academy employer. The views of students with medical conditions are central to the evaluation process.