



GUILSBOROUGH ACADEMY

SUPPORTING STUDENTS WITH MEDICAL NEEDS IN THE ACADEMY POLICY

Policy Name	Supporting Students with Medical needs in the Academy Policy
Committee	Standards and Curriculum
Owner	Vice Principal
Statutory	No
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This policy sets out the duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions under Section 100 of the Children and Families Act 2014. In meeting the duty, the governing body, proprietor or management committee **must** have regard to guidance issued by the Secretary of State under this section.

Statutory guidance - *Supporting students at school with medical conditions issued Dec 2015.*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

and use of emergency inhalers in schools:

Statutory guidance: Guidance on the use of emergency salbutamol inhalers in schools March 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Academy Context

Guilsborough Multi Academy Trust are committed to providing students with a high quality education whatever their health need, disability or individual circumstances. We believe that all students should have access to as much education as their particular medical condition allows, so that they maintain the momentum of their learning whether they are attending the academy or going through periods of treatment and recuperation. We promote inclusion and will make all reasonable adjustments to ensure that students and young people with a disability, health need or SEN are not discriminated against or treated less favourably than other students.

Principles

This policy and any ensuing procedures and practice are based on the following principles.

- All students and young people are entitled to a high quality education;
- Disruption to the education of students with health needs should be minimised;
- If students can be in the academy they should be in the academy. Students' diverse personal, social and educational needs are most often best met in the academy. Our academy will make reasonable adjustments where necessary to enable all students to attend the academy;
- Effective partnership working and collaboration between academies, families, education services, health services and all agencies involved with a student or young person are essential to achieving the best outcomes for the student;
- Students with health needs often have additional social and emotional needs. Attending to these additional needs is an integral element in the care and support that the student requires; and that
- Students and young people with health needs are treated as individuals, and are offered the level and type of support that is most appropriate for their circumstances; staff should strive to be responsive to the needs of individuals.



As an academy we will not engage in unacceptable practice, as follows:

- send 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 a student becomes ill, send them to student reception or medical room unaccompanied or with someone unsuitable;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- require parents, or otherwise make them feel obliged, to attend the 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; nor
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including academy trips, e.g. by requiring parents to accompany their child.

Definition of health needs

For the purpose of this policy, students with health needs may be:

- students with **chronic or short term health conditions or a disability** involving specific access requirements, treatments, support or forms of supervision during the course of the academy day or
- **sick students**, including those who are physically ill or injured or are recovering from medical interventions, or
- students with **mental or emotional health problems**.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.

Some students with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. 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/or disabilities (SEND) and may have a Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

Roles and Responsibilities

All staff have a responsibility to ensure that all students at this academy have equal access to the opportunities that will enable them to flourish and achieve to the best of their ability. In addition, designated staff have additional responsibilities to support student needs.

Named person in the academy with responsibility for medical policy implementation

The members of staff responsible for ensuring that students with health needs have proper access to education are Miss Keenes and Mrs George. They are supported by Miss Lynch – SENDCo. Mrs George is the key person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a student. This may take place in liaison with Miss Lynch, depending on the nature of medical need. It will be their responsibility to pass on information to the relevant members of staff within the academy. They will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enhance students' inclusion in the life of the academy and enable optimum opportunities for educational progress and achievement.

Parents/carers and students

Parents hold key information and knowledge and have a crucial role to play. Both parents and students will be involved in the process of making decisions. Parents are expected to keep the academy informed about any changes in their children's condition or in the treatment their children are receiving, including changes in medication. Parents will be kept informed about arrangements in the academy and about contacts made with outside agencies.



Academy staff

Any member of the academy staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Staff must familiarise themselves with the medical needs of the students they work with. Training will be provided in connection with specific medical needs so that staff know how to meet individual needs, what precautions to take and how to react in an emergency.

The Principal

The Principal is responsible for ensuring that all staff are aware of this policy and understand their role in its implementation. The Principal will ensure that all staff who need to know are aware of a student's condition. He/she will also ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Principal has overall responsibility for the development of individual healthcare plans, but will delegate to appropriate staff. He will also make sure that the academy staff are appropriately insured and are aware that they are insured to support students in this way.

The Trustees

The trustees are responsible for making arrangements to support students with medical conditions in the academy, including ensuring that this policy is developed and implemented. They will ensure that all students with medical conditions at this academy are supported to enable the fullest participation possible in all aspects of academy life. The trustees will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions. They will also ensure that any members of academy staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Other healthcare professionals

GPs and Paediatricians should notify the academy's Pastoral and/or SEND staff when a student has been identified as having a medical condition that will require support at the academy. They may provide advice on developing individual healthcare plans. Hospital and Outreach Education provides educational support for students and young people with complex medical and/or mental health needs which prevent them from attending school full time.

Northamptonshire County Council

Under Section 10 of the Children Act 2004, NCC has a duty to promote cooperation between relevant partners such as Governing Bodies of maintained schools and academies, commissioning groups and NHS England with a view to improving the well-being of children in the authority's area so far as relating to physical and mental health and emotional well-being.

Staff training and support

In carrying out their role to support students with medical conditions, academy staff will receive appropriate training and support. Training needs will be identified during the development or review of individual healthcare plans. The relevant healthcare professional will lead on identifying and agreeing with the academy, the type and level of training required, and how this can be obtained. The academy will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting students with medical conditions.

This policy will be publicised to all staff to raise awareness at a whole academy level of the importance of supporting students with medical conditions, and to make all staff aware of their role in implementing this policy. Information on how this academy supports students with health needs is included in our induction procedure for all new staff.

Procedures

Notification

Information about medical needs or SEND is requested on admission to the academy. Parents and carers are asked to keep the academy informed of any changes to their child's condition or treatment. Whenever possible, meetings with the parents/carers and other professionals are held before the student attends the academy to



ensure a smooth transition into the class. When students enter the academy, parents/carers are offered the opportunity of attending a personal interview. At this meeting parents can seek advice on the health of their child.

The Academy will record that the student has a care plan on class registers and the plan will be uploaded to 'Linked Documents' and a copy is kept on the medical teams page. EHCP's are uploaded on to Go4schools which all staff have access to. Fuller details are given on a 'need to know' basis. Confidentiality is assured by all members of staff.

Any medical concerns the academy has about a student will be raised with the parents/carers. Most parents/carers will wish to deal with medical matters themselves through their GP. In some instances, the academy, after consultation with the parent/carer, may write a letter to the GP (with a copy to the parents) suggesting a referral to a specialist consultant where further assessments can be carried out.

Individual Healthcare Plans

Letter to Parents re completion of a Individual Health Care Plan – Appendix 1

A flow chart for identifying and agreeing the support a student's needs, and developing an individual healthcare plan is provided at Appendix 2

Template for Individual Health Care Plan – Appendix 3

Not all students with medical needs will require an individual healthcare plan. The academy, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Principal will take a final view.

Individual healthcare plans will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Plans are also likely to be needed in cases where medical conditions are long-term and complex. Plans provide clarity about what needs to be done, when and by whom.

Individual healthcare plans should capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support.

Individual healthcare plans, and their review, may be initiated, in consultation with the parent, by a member of the academy staff or a healthcare professional involved in providing care to the student. Plans will be drawn up in partnership between the academy, parents, and a relevant healthcare professional, e.g. academy, specialist or children's community nurse, who can best advise on the particular needs of the child. Students will also be involved whenever appropriate.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring that it is finalised and implemented rests with the academy. Plans are reviewed at least annually, or earlier if evidence is presented that the student's needs have changed. Plans are developed with the student's best interests in mind and ensure that the academy assesses and manages risks to the student's education, health and social well-being and minimises disruption.

Where a student has SEND but does not have an EHCP, their special educational needs will be referred to in their individual healthcare plan. Where the student has a special educational need identified in a EHCP, the individual healthcare plan will be linked to or become part of that EHCP.

Where a student is returning to the academy following a period of hospital education, the academy will work with the appropriate hospital school or the Hospital and Outreach Education to ensure that the individual healthcare plan identifies the support the student will need to reintegrate effectively.

Students too ill to attend the Academy

When students are too ill to attend, the academy will establish, where possible, the amount of time a student may be absent and identify ways in which the academy can support the student in the short term (e.g. providing work to be done at home in the first instance if this is appropriate). The academy should make a referral to the Hospital and Outreach Education service as soon as they become aware that a student is likely to be or has been absent for 15 academy days. Where students have long-term health needs, the pattern of illness and absence from the academy can be unpredictable, so the most appropriate form of support for these students



should be discussed and agreed between the academy, the family, Hospital and Outreach Education and the relevant medical professionals. Further information about Hospital and Outreach: [Northamptonshire Hospital and Outreach Education | Mind, body & health in education \(nhoe.org.uk\)](http://Northamptonshire Hospital and Outreach Education | Mind, body & health in education (nhoe.org.uk)).

Pregnancy

Young women of compulsory school age who are pregnant are entitled to remain at the academy whenever and for as long as possible. The academy will make reasonable adjustments to enable young pregnant women to remain in the academy. When there is medical evidence that continuing to attend the academy would be contrary to the young woman's or the unborn child's wellbeing, the academy should make a referral to The Complementary Education Academy. Following the birth of the baby, young mothers may benefit from home tuition for a temporary period before they return to academy.

Medicines in the Academy

Self-management by students

Wherever possible, students are allowed to carry their own medicines and relevant devices or are able to access their medicines for self-medication quickly and easily. The template of the Authorisation to Carry Own Medicine is in *Appendix 4*.

Students who cannot take their medicines themselves or manage procedures that may require an appropriate level of supervision.

If it is not appropriate for a student to self-manage, then staff will help to administer medicines and manage procedures for them. Blank template is in *Appendix 6*

If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will then be informed so that alternative options can be considered.

Managing medicines on academy premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours. Medicines will only be administered at the academy when it would be detrimental to a student's health or academy attendance not to do so.

No student under 16 will be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort will be made to encourage the student or young person to involve their parents while respecting their right to confidentiality. *A template for obtaining parental agreement for the academy to administer medicine is provided in Appendix 5.*

The academy only accepts 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.

A student under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Over the counter medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Medication will only be accepted by the Academy if it is in the original packaging and has the original information leaflet with it. Parents will be informed of this requirement.

All medicines held by the Academy are stored safely and appropriately. Students are informed of where their medicines are at all times and are able to access them immediately. Where relevant, they know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away.

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another student for use is an offence. Otherwise, the academy will keep controlled drugs that have been prescribed for a student securely stored in a non-portable container to which only named staff have access. Controlled drugs will be easily accessible in an emergency. A record is kept of



any doses used and the amount of the controlled drug held in the academy. *A template for recording medicine administered to an individual student is provided at appendix 4. A template for recording medicine administered to all children is provided in Appendix 6.*

Academy staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. The academy keeps a record of all medicines administered to individual students, 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.

When a student, who normally carries their own medicine does not have their medication in school parents will be contacted.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Any needles / sharp objects will be disposed of through the local surgery.

Emergency Situations

Where a student has an individual healthcare plan, this will 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 will be informed what to do in general terms, such as informing a teacher immediately if they think help is needed. First Aid trained staff will be called to assess the situation. If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance.

In accordance with statutory guidance: Guidance on the use of emergency salbutamol inhalers in schools 2015, the Academy has generic salbutamol inhalers for use in an emergency situation.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf March 2015

Day trips, Residential and Sporting Activities

Students with medical conditions are actively supported to participate in academy trips and visits, or in sporting activities. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a student's medical condition might impact on their participation. Arrangements for the inclusion of students in such activities with any required adjustments will be made by the academy unless evidence from a clinician such as a GP states that this is not in the child's best interests.

Parents/carers will be contacted prior to a residential trip to ensure that all medical details held by the school are up to date.

Medical details of any person participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the group leader. These details must include type and dosage of medication, which may be required during the duration of the activity. Sufficient medication for the visit must accompany the group and be in the custody of the leader or students appropriate. Students should be responsible for ensuring they have the correct medicine on all visits but staff leading the trip may take spare supplies from the school based medical supplies e.g. EpiPen, asthma.

For residential visits, the address and telephone number of the nearest hospital and doctor should, where possible, be obtained before departure.

Liability and Indemnity

The academy's insurance arrangements are sufficient and appropriate to cover staff providing support to students with medical conditions. Staff providing such support are entitled to view the academy's insurance policies.

Complaints



If parents or students are dissatisfied with the support provided, they should discuss their concerns directly with the academy in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint via the academy's complaints procedure.

Appendix 1: Model letter inviting parents to contribute to individual healthcare plans

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

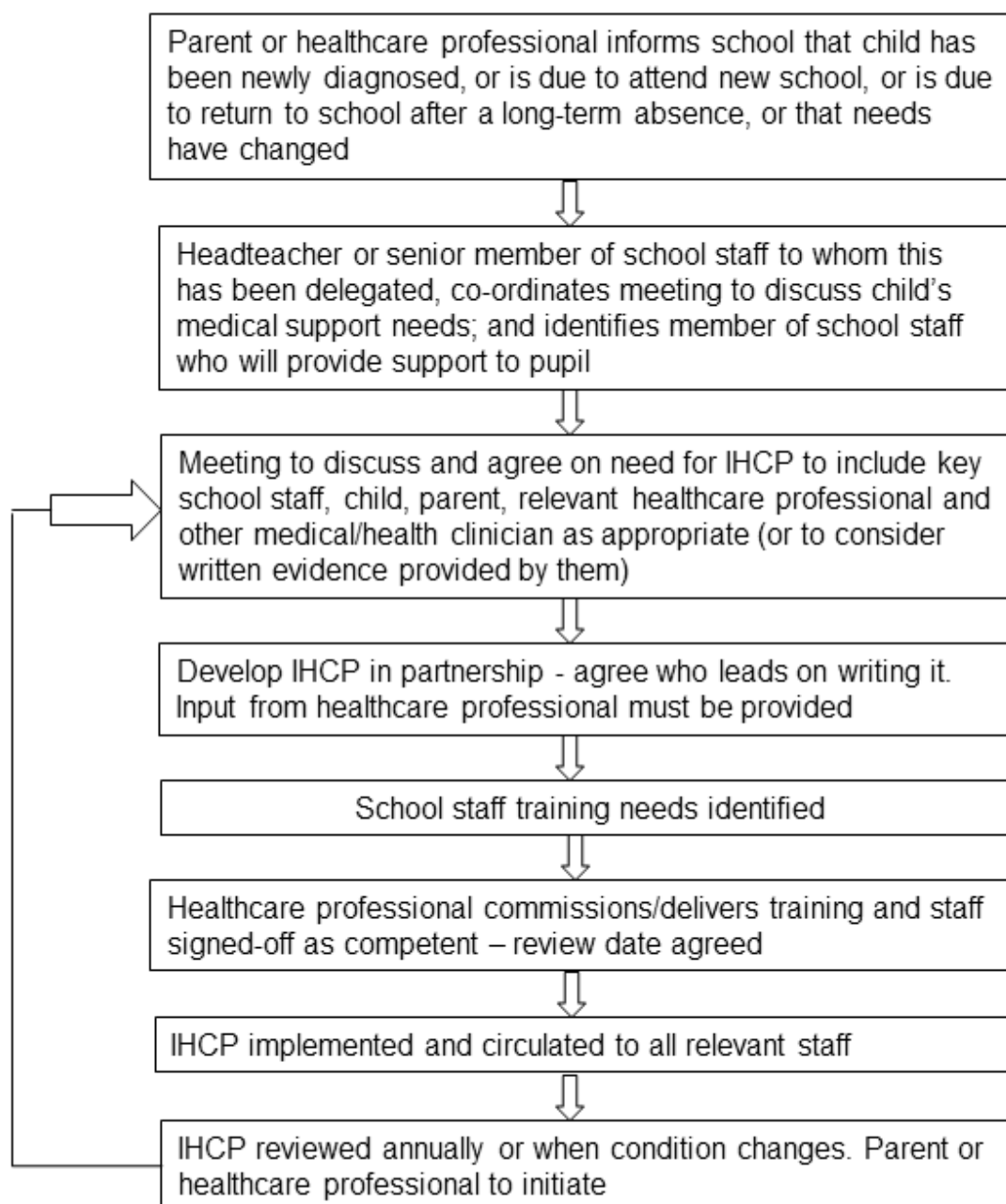
A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all students will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Appendix 2: Flow chart for developing an individual healthcare plan





Appendix 3: Individual Health Care Plan (no authorisation to administer medicine)

Individual Health Care Plan

Name of school/setting

Student's name

Group/class/form

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to student

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

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

--



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 pupil'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

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the school/setting immediately, in writing, if there is any change in my child's medical condition

Signature(s) _____

Date _____

For school use:

Staff training needed/undertaken – who, what, when

Medical condition & care plan
Copied and noted on SIMs

Signature of staff

Date.....



Appendix 4: Request for student to carry own medication

Request for student to carry own medication

Student's name	
Tutor Group	
Address	

Consent:

I give my permission for my daughter/son to carry her/his own medication in school. The medication will be in its original packaging and will be clearly labelled with her/ his name.

My child will not give the medication to another student.

Signature of parent:

Print name:

Emergency contact (will be available for phone contact throughout the school day):

Name	
Telephone no	
Relationship to student	

For school use only:

Date authorisation received	
Name of staff receiving it	
Date added to SIMs	



Appendix 5: Parental agreement for Academy to administer medicine

Parental agreement for Guilsborough Academy to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of student	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to student	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) of Parent(s) / Carer(s)
.....

Date:

For School use: Date medication received

Signature



Appendix 6: Parental agreement for Academy to administer medicine

Medicine Administration Log – individual student

Student's name:

Medicine in original container: *yes/no*

Medicine expiry date: *date*

Permission form on file: *yes/no*

Date	Medicine administered (eg 2 x paracetamol)	Staff initials	Any side-effects noted