



Rye College & Studio (Academy) Policy

Academy Policy:	Supporting Students with Medical Conditions
Responsibility:	Deputy Headteacher – Welfare
Review Body:	Trust Board
Date:	January 2018
Review:	January 2019

General Statement of Intent

Rye College & Studio School aims to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate care and support in the Academy so that they can partake in a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department of Education’s guidance released in April 2014; “Supporting pupils at school with medical conditions” and is intended to demonstrate that the board of trustees and the academies are meeting their legal responsibilities, based on good practice.

Aims

This policy supports our aim to enable every student to achieve the very best of which they are capable in every realm of activity we can provide, so that they can leave school not only with the best qualifications but also as well-rounded individuals; ready to succeed in the challenges and opportunities life has to offer.

Key Roles & Responsibilities

The Local Authority (LA) is responsible for:

- Under Section 10 of the Children Act 2004 to promote cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their colleagues.
- Must have regard to statutory guidance on the education of children unable to attend school because of health needs by making alternative arrangements for the education of students who need to be out of school for 15 days or more due to a medical condition (whether consecutive or cumulative across the school year).

- Having an awareness of a student's Individual Healthcare Plan and what it contains for Home to School Transport arrangements and to develop a transport healthcare plan for students with life threatening conditions.

The Board of Trustees is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Rye Academy Trust.
- Ensuring that the Supporting Students with Medical Conditions Policy is written, does not discriminate on any grounds including, but limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation and is fully compliant with the duties under the Equality Act 2010.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of Academy life.
- Ensuring that relevant training to support colleagues who take on responsibility to support children with medical conditions is made available.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to colleagues with responsibilities under this policy.
- Ensuring that written records of any and all medicines administered to individual students are held.
- Ensuring the correct level of insurance is in place for colleagues who support students in line with this policy.
- Ensuring that the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making colleagues aware of this policy.
- Liaising with healthcare professionals regarding the training required for colleagues to support individual student needs.
- Developing Individual Healthcare Plans (IHCPs).
- Making colleagues who need to know aware of a child's medical condition.
- Ensuring a sufficient number of trained colleagues are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

Colleagues are responsible for:

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions in lessons, whilst noting that administering medicines is not part of a teacher's professional duties.
- Administering medication, if they have agreed to undertake that responsibility.

- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

School nurses are responsible for:

- Notifying the Academy when a child has been identified with requiring support in the academy due to a medical condition, ideally before the child starts at the academy.
- Liaising locally with lead clinicians on appropriate support.
- To initiate or to support with the drawing up, in consultation with the parent, IHCPs that specifically address the needs of the individual child.
- To provide advice and liaison, including training.

Parents and carers are responsible for:

- Being involved in the development and review of their child's IHCP and to be involved in its drafting where possible.
- Providing the Academy with sufficient and up to date information about their child's medical needs and any changes to their child's/children's health.
- Providing the Academy with the medication their child requires and keeping it up to date.
- Collecting any leftover medication at the end of the course or the year or when it becomes out of date, whichever is the sooner.
- Discussing medications with their child/children prior to requesting that a colleague supplies or administers the medication if they have agreed to do so.
- Ensuring that they or another nominated adult are contactable at all times and to immediately provide the Academy with any changes to contact numbers and names.

Students are expected to:

- Provide any colleague supporting them with any information about how their condition specifically affects them.
- Be fully involved in any discussions about their medical support needs.
- Contribute as much as possible to the development of and to comply with their IHCP.
- Be sensitive to the needs of those with medical conditions.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription Medication" is defined as any drug or device prescribed by a Medical Practitioner.
- "Controlled Drug" is a prescription medication controlled under the Misuse of Drugs legislation for example morphine.
- A colleague is defined as any member of staff employed at Rye Academy Trust to include teachers unless otherwise stated.

Training

Where applicable colleagues will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Where applicable, colleagues will receive regular and ongoing training as part of their development.

Where applicable, colleagues who undertake responsibilities under this policy will receive the following training.

- First Aid at Work.
- Emergency First Aid.
- Diabetes Awareness Training.
- Care and Control of Medicines.
- Administration of Medicines.
- Specific training as identified in an IHCP if not covered in the above delivered by a clinical lead professional.
- No colleague may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No colleague may administer drugs by injection unless they have received training in this responsibility.
- Human Resources will keep a record of the training undertaken and a list of all colleagues qualified to undertake responsibilities under this policy.

The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where it is identified as necessary on the IHCP, students will be allowed to carry their own medicines and devices. If this is not appropriate, then the child will be made aware of the location of their medicines.
- If a student refuses to take their medication or to carry out a necessary procedure, parents/carers will be informed the same day so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a designated colleague.

Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, healthcare professionals and designated colleagues at the Academy and finalised and implemented by colleagues at the Academy.

IHCPs will be easily accessible, whilst preserving confidentiality.

IHCPs will be reviewed at least annually or whenever a child's medical circumstances change, whichever is the sooner.

Where a child has a special needs statement the IHCP will be linked to it or be part of it.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and the education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

Administration and Storage of Medicines

Medicines should be prescribed in frequencies that allow the student to take them outside of school hours, i.e. three times a day, breakfast, dinner and bedtime, and medicines should be only brought to the Academy where it would be detrimental to the child's health not to administer them during the school day.

If this is not possible and it would be detrimental to the child's health then prior to administering them or holding them on the school premises the parents/carers of the child must complete and sign a parental agreement and provide clear written instructions which should specify the medication involved, the circumstances under which it should be administered, its frequency and levels of dosage.

No child will be given any prescription or non-prescription medication without written parental consent and clear written instructions except in exceptional circumstances where telephone authorisation and guidance will be obtained from the parent/carer and accepted for one day only.

Where a student is prescribed medication without their parents/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a prescription from a medical practitioner.

Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines that do not meet these criteria will not be administered.

A maximum of six weeks (one term) supply of the medication may be provided to the Academy at one time and parents are responsible for ensuring that there is sufficient medication available and it has not passed its expiry date.

Controlled drugs may only be taken on the school premises by the individual to whom they have been prescribed. Controlled drugs must be kept in a locked non-portable container in the Welfare Room and only named colleagues given access. Misuse of a controlled drug, such as passing such drugs to another young person for use is an offence which will be dealt with under our Behaviour Management Policy.

All non-emergency medications will be stored securely in the Welfare Room in a locked cabinet used only for that purpose in accordance with product instructions. Controlled drugs are kept in a locked non-portable container and only the Welfare Administrator or designated deputy can have access. Emergency medicines e.g. asthma inhalers, adrenaline pens are stored safely in the Welfare Room but are not locked away and are readily available. Medicines that need to be refrigerated are stored in separate clearly labelled closed containers.

Students are encouraged where ever possible to self-administer their medication under the supervision of colleagues.

Written records will be kept of any medicines administered to students.

Only one colleague at any one time will administer the medication and records to always be checked before their administration to limit the risk of double dosing.

Colleagues will only administer medication if they clearly understand the administration instructions. If they are in any doubt, then the advice of the parent will be immediately sought.

Students will never be prevented from accessing their own medication.

Any side effects to medication observed should be recorded and parents informed however Rye Academy Trust cannot be held responsible for side effects that occur when medication is taken correctly and in accordance with instructions.

Disposal of Medicines and Hygiene/Infection Control

Any medications left over at the end of the course will be returned to the child's parents for safe disposal and parents/carers should collect medicines left over at the end of each term.

Any medications that have date expired must be collected by parents/carers who are responsible for their safe disposal.

Sharps boxes must always be used for the safe disposal of needles. Parents/carers can obtain sharps boxes on prescription from the relevant healthcare professional. The Academy will arrange for disposal with the registered special waste contractor.

All colleagues involved in the supervision of or administration of medicines to students should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Colleagues have access and must wear protective vinyl gloves and must take care when dealing with the spillages of blood or other bodily fluids and disposing of dressings and equipment.

Emergencies

Medical emergencies will be dealt with in accordance with the Academy's emergency procedures.

Where an Individual Health Care Plan (IHCP) is in place it must clearly define the following:

- What constitutes an emergency for the individual student.
- Possible symptoms that could constitute an emergency.

- What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a colleague.

Other students should be aware of what to do in general terms, such as informing a teacher or colleague immediately if they think help is needed.

If a child needs to be taken to hospital, a colleague will remain with the child until a parent arrives, or will accompany that child in an ambulance.

Off-site activities, residential visits and sporting activities

When arranging off site educational and enrichment visits and sporting activities full consideration is given as to how a child's medical needs may impact on their participation.

All activities are carefully risk assessed and consideration and reasonable adjustments are given to the requirements in the IHCP to enable sufficient flexibility to allow all children to participate according to their own abilities.

It is expected that all students will be able to participate in off site and sporting activities unless evidence from a healthcare professional such as a GP states that this is not possible.

Parents, students and healthcare professionals will be consulted to ensure that all students with medical conditions are able to participate in these opportunities. Please see our Educational Trips Policy.

Avoiding Unacceptable Practice

The Academy understands that the following behaviour or practice is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Ignoring the views of child or their parents/carers.
- Ignoring medical advice or opinion.
- Sending students with medical conditions home frequently or preventing them from taking part in normal activities at the Academy, including lunch or arranged by the Academy off-site, unless this is specified in their individual health care plans.
- Sending a student unaccompanied or with someone unsuitable to the Student Hub if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their medical condition e.g. hospital appointments.
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toileting issues.
- Creating barriers for example by requiring parents/carers to accompany the child or preventing children from participating in any aspect of academy life, including visits off site.

- Refusing to allow students to eat or drink or take toilet or other breaks in order to manage their medical condition effectively.

Insurance – Liability and Indemnity

Colleagues who undertake responsibilities within this policy are covered by the Trust’s insurance. The Trust is registered with the Risk Protection Arrangement (RPA) which is a government scheme under which the costs of risks for academies are covered by government funds.

Full written insurance policy documents are available to be viewed by colleagues who provide support to students with medical conditions. Those who wish to see the documents should contact the Director of Finance & Business.

Complaints

Details of how to make a complaint can be found in our Complaints Policy:

- Stage 1 – Informal with complaint discussed with colleague or line manager
- Stage 2 – Complaint discussed with Headteacher
- Stage 3 – Complaint heard by Trustees Complaints Appeal Panel

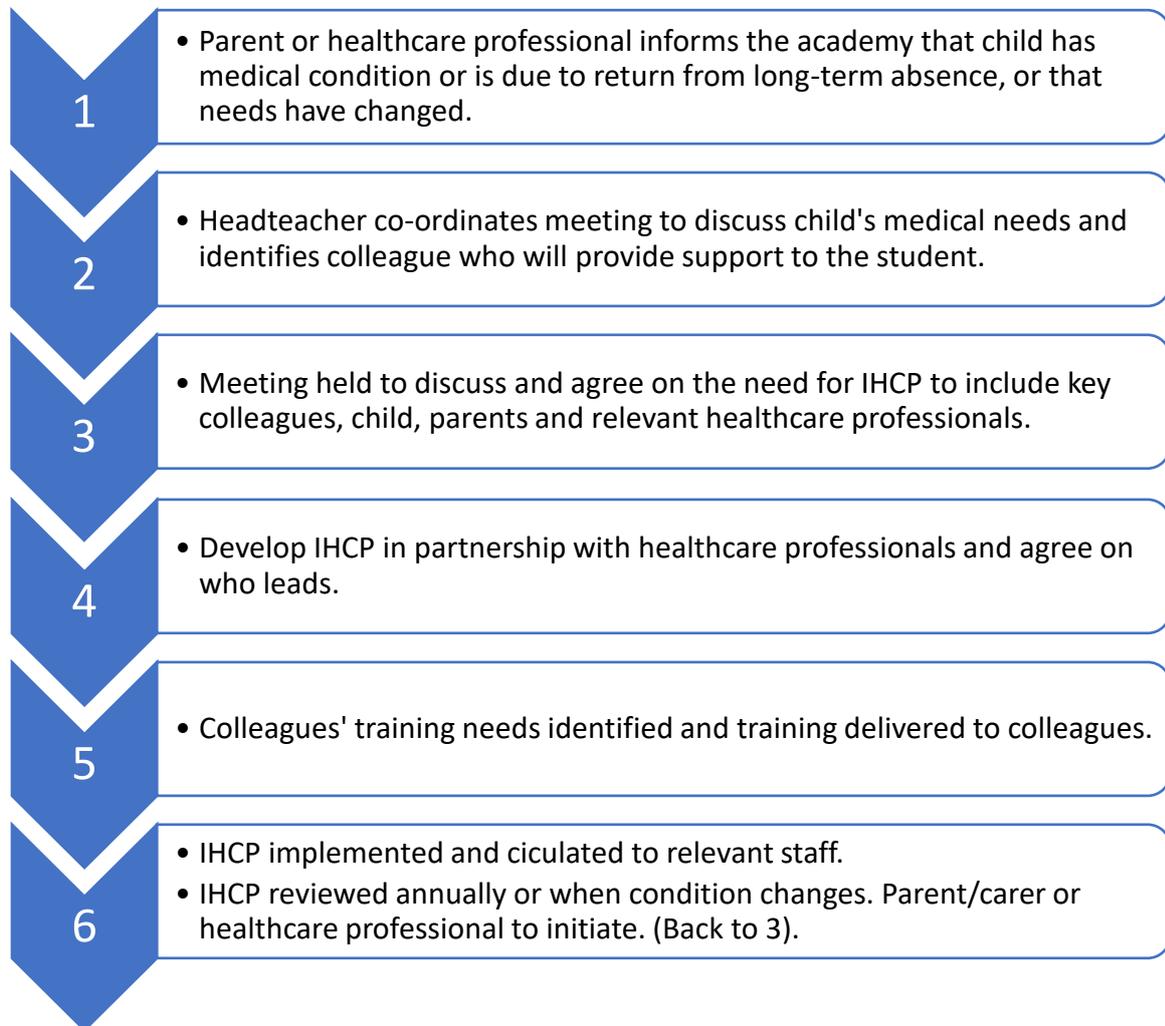
Other Safeguarding Legislation

In the development and implementation of this policy the Academy fully endorses and has taken into account the following key pieces of legislation:

- **The Education Act 2002:** Section 21 and Section 175 places a duty on governing bodies and proprietors of Academies to promote the wellbeing of students at their academies and make arrangements for ensuring that the functions relating to the conduct of the academy are exercised with a view to safeguarding and promoting the welfare of students on roll.
- **The Children and Families Act 2014.** Section 100 places a duty on governing bodies and proprietors of Academies to make arrangements for supporting students at their academies with medical conditions.
- **The SEN and Disability Act 2001.** The Act states that children with special educational needs should have their needs met, normally within a mainstream setting unless a parent indicates otherwise, or if it is incompatible with the efficient education of other children and reasonable adjustments cannot be made.
- **The Disability Discrimination Act 1995.** The Act defines a disabled person as “someone who has a physical or mental impairment which has a substantial or long term adverse effect on his/her ability to carry out normal day-to-day activities. The Trustees duties towards disabled children and adults is that they must not discriminate against, harass or victimise disabled children and young people. They must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory and adjustments must be planned and put in place in advance to prevent that disadvantage.
- **The Disability Equality Duty (Amendment to the Disability Discrimination Act 1995):** the Act was amended to place a positive duty on schools to promote disability equality and to have

due regard to eliminate unlawful discrimination and promote equal opportunities for disabled people.

Appendix 1 Individual Healthcare Plan Implementation Procedures



Appendix 2 Individual Health Care Plan Template

HEALTH CARE PLAN

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Numbers Home – Work – Mobile -
Name	Relationship	Contact Numbers Home – Work – Mobile -

GP	Name	Contact Number
Hospital/Clinic	Name	Contact Number

Other professionals	Name	Contact Number

Medical needs

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

Daily care requirements (i.e. medication, allergies, continence care, behavioural needs)

Specific support for the students' educational, social and emotional needs

Describe what constitutes an emergency and action to take if this occurs

Training Needed/undertaken – who, what, when

Who is responsible in an emergency: **First Aider/Welfare**

Plan Developed With:

Parent/ Carer Contact:

Date:

Welfare Administrator:

Date:

Review date:

Form Copied to:

PARENTAL CONSENT FORM

To be completed by parent/guardian of any child/young person to whom
drugs may be administered under the supervision of colleagues

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -
GP	Name	Contact Number
Hospital/Clinic	Name	Contact Number
Other professionals	Name	Contact Number

Medical Needs

Describe medical condition/needs:

The doctor has prescribed the following medication for my child: Name of drugs:

How often (e.g. Lunchtime, after food):

How much (e.g. 1 tablet, a teaspoon):

I accept that I must deliver the medicine to the Welfare Administrator. The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I agree for this medicine to be taken on educational visits and out of school activities.

I undertake to supply the school with the drugs and medicines in properly labelled containers.

I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.

Signed:

Date:

Welfare Administrator:

Date:

Review date:

Appendix 4: Consent to Carry Own Medication

PARENTAL CONSENT FORM

For child/young person to carry their own medication

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -
GP	Name	Contact Number
Hospital/Clinic	Name	Contact Number
Other professionals	Name	Contact Number

Medical Needs

Describe medical condition/needs
I would liketo keep his/her own medication as from: Name of drug:
How often (e.g. Lunchtime, after food)
How much (e.g. 1 tablet, a teaspoon) Please note, only carry one dose of medication and not packets or strips.
The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent for my child to carry medication in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.
Signed:
Date: -
Welfare Administrator:
Date:
Review date:

PARENTAL CONSENT FORM

For any child who is NOT ABLE to self administer their own medication under colleagues' supervision

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -

GP	Name	Contact Number
Hospital/Clinic	Name	Contact Number

Other professionals	Name	Contact Number
---------------------	------	----------------

Medicine

Name/type of medicine (<i>as described on the container</i>)	
Expiry Date	
Dosage and Methods	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy need to know about?	
Procedures to take in an emergency	

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

<p>The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent to the Academy administering medicine in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.</p>
Signed:
Date: -
Welfare Administrator:
Date:
Review date:

Appendix 7: Record of Medicine Administered to an Individual Child Template

Name of Student	
Date Medicine Provided by Parent	
Year and Tutor Group	
Quantity Received	
Name and Strength of Medicine	
Expiry Date	
Quantity Returned	
Dose and Frequency of Medicine	

Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines that do not meet these criteria will not be administered.

Colleague signature _____

Signature of Parent/Carer _____

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			

Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			
Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			

Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Appendix 8: Training Record – Administration of Medicines/Supporting Students with Medical Conditions Template

Academy

Name of Colleague	
Type of Training Received	
Date Training completed	
Training Provided By	
Profession and Title	

I confirm that _____ has received the training detailed above and is competent to carry out the necessary treatment. I recommend that the training is updated by _____

Trainer's Signature _____

Date _____

I confirm that I have received the training detailed above and I am confident that I am competent to carry out the necessary treatment.

Colleague signature _____

Date

Suggested Review Date _____

Appendix 9 – Model Letter Template inviting parents to contribute to Individual Healthcare Plan Development

Dear Parent

Re: Developing an Individual Healthcare Plan (IHCP) for your Child

Thank you for informing us of your child's medical condition. I enclose a copy of the Academy'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 with the school, parent/carers, 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 on 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 children will require one. We will need to make judgments about how your child's medical condition impacts 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 healthcare plan has been scheduled for {insert date and time}. I hope this is convenient for you and you will be able to attend. The meeting will include {add details of the team}. 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 considered 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 add the name of any other colleague} would be happy for you to contact me {them} by email or by phone if this would be helpful.

Yours sincerely