



**THE RAMSEY ACADEMY,
HALSTEAD**

**Supporting Students with Medical
Conditions Policy**

**Governors' Student Outcomes and
Achievement Committee**

Last reviewed:	12 June 2017
Next review due:	12 June 2018
Ratified Committee:	HR + Finance.
Ratified Full Governors:	
Designated Postholder:	

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The Ramsey Academy, Halstead intends to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 and then revised in December 2015 – "Supporting students at school with medical conditions". Please see link below for statutory guidance upon which the policy has been based:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of The Ramsey Academy, Halstead.
- 1.2.2. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Ensuring that written/electronic records are kept of any and all medicines administered to individual students and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for (and will delegate accordingly):

1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Ramsey Academy, Halstead.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making staff aware of this policy.

1.3.4. Liaising with healthcare professionals regarding the training required for staff.

1.3.5. Making staff who need to know aware of a child's medical condition.

1.3.6. Developing Individual Healthcare Plans (IHCPs).

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

1.4.1. Taking appropriate steps to support children with medical conditions.

1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

1.4.3. Administering medication, if they have agreed to undertake that responsibility.

1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.

- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.6. Members of staff who have received appropriate training are responsible for administering injections (adrenalin injectors only). See appendix 3 for details.
- 1.4.7. Mrs N Berners (First Aid Administrator) is responsible for appropriately disposing of all out of date medicines at a local pharmacy.

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Ensuring all prescription medicine is handed to the school in its original packaging, with the product information leaflet.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENCO, other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at The Ramsey Academy, Halstead, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as appropriate.
- 3.2. Teachers and support staff will receive appropriate and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training:
 - First Aid at Work
 - First Aid at Work Re-qualifier
 - Paediatric First Aid
 - Anaphylaxis First Aid
 - AED training
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.6. A record will be kept of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, students will be allowed to carry their own devices. Their medicines will be kept securely.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a trained first aider.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.

5.3. IHCPs will be reviewed annually or when a child's medical circumstances change, whichever is sooner.

5.4. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

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

6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.

6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

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

6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.6. 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 which do not meet these criteria will not be administered.

6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

6.8. Medications will be stored in the Main Office.

6.9. Any medications left over at the end of the course will be returned to the child's parents/carers. Out of date medication is disposed of at a local pharmacy.

6.10. Written/electronic records will be kept of any medication administered to children.

6.11. Students will never be prevented from accessing their medication.

6.12. The Ramsey Academy, Halstead cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

7.1. Medical emergencies will be dealt with under the school's emergency procedures.

7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.

7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

8. Avoiding unacceptable practice

8.1. The Ramsey Academy, Halstead understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or student services alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. The school has in place Public Liability insurance (policy number KSC-KSC-242048-6023) with a limit of indemnity of £25,000,000 (any one claim) and also Governors Liability (Professional Indemnity cover) with a limit of £5,000,000 for any one claim.

9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical

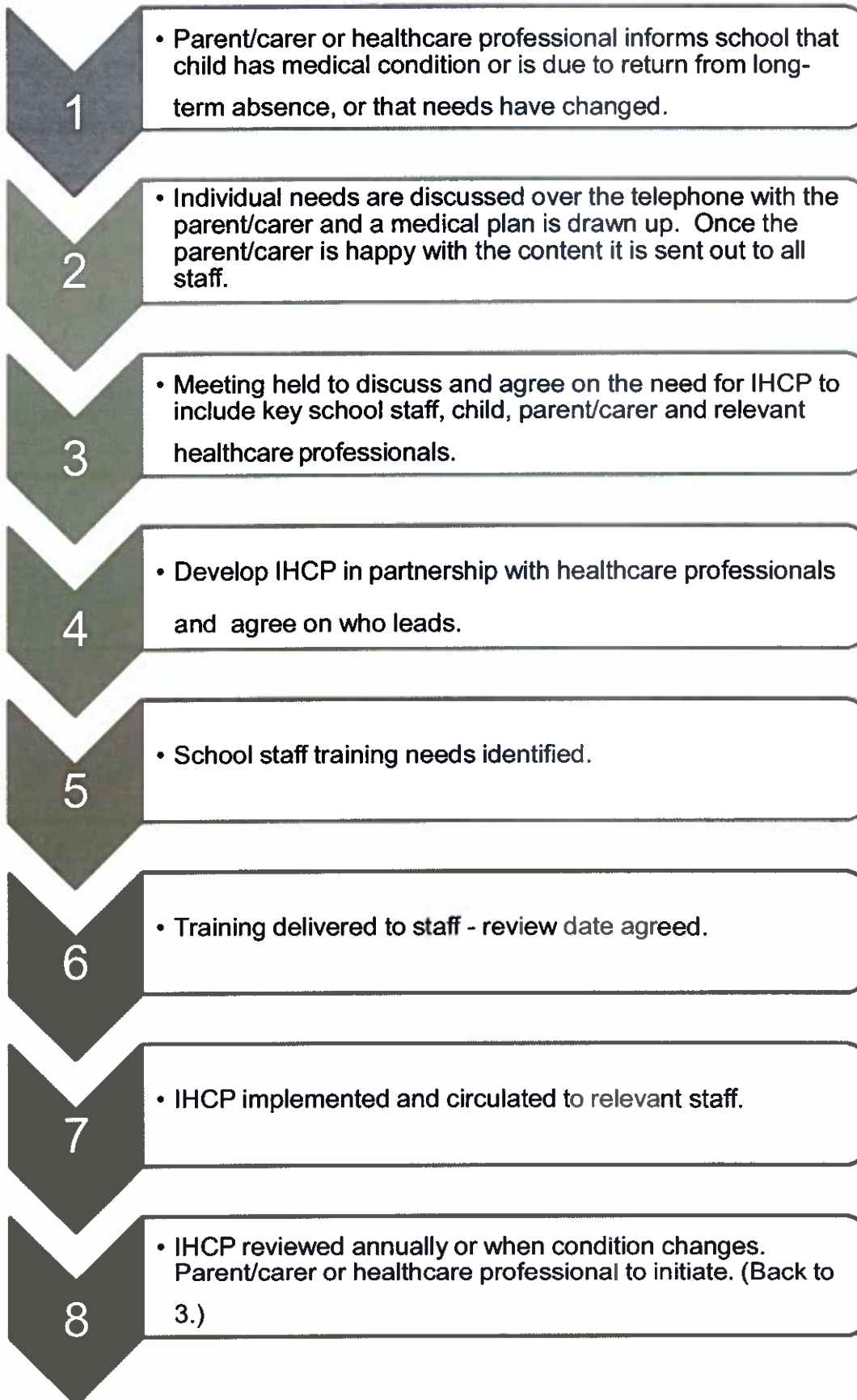
conditions. Those who wish to see the documents should contact the Business Manager.

10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

- 10.1.1. Stage 1 - Complaint Heard by Staff Member
- 10.1.2. Stage 2 - Complaint Heard by Headteacher
- 10.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2

Individual Health Care Plan

Child's Details

Name:	
Date of Birth:	
Year:	
School:	
Address:	
Medical Condition:	
Allergies:	
Date:	
Update date:	

Care Needs

Emergency procedures:

How does the medical condition impact on the child's school day?

Condition	Impact	Medical procedure

Other information:
e.g. triggers, side effects

Medication

Where is the medication stored?

Condition	Drug	Dose	When?/How?

Possible side effects of medication:

Permission for staff to administer medication:
Signed: _____ (parent/carer) Date: _____

Appendix 2
Emergency Contact Details:

Name:	
Relationship:	
Home phone Number:	
Mobile phone number:	
Email:	
Name:	
Relationship:	
Home phone Number:	
Mobile phone number:	
Email:	

Specialist nurse/teacher

Name:	
Relationship:	
Work phone Number:	
Mobile phone number:	
Email:	

Additional Documents:

Are there any additional documents attached?	Yes	No
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Please list document titles here:

It is the responsibility of the parent/carer to update the school of any changes in writing.

Agreed by: (to be signed by the following members of staff)

Position	Signature	Print name
Parent/carer:		
RSL:		
Pastoral Manager:		
SENCO:		
Assistant Head Teacher:		
Head teacher:		

Appendix 3

THE RAMSEY ACADEMY, HALSTEAD FIRST AID POLICY

First Aid Area

Medical Room – Main Foyer

First Aiders

Main Office Staff and various other members of staff as deemed necessary.

Specialist training will be undertaken as deemed necessary.

Medicines

Parents/carers must inform the school of any medical conditions relating to their child, which may affect them whilst they are in school, or may require the administration of medication during school time.

All medication needs to be supplied by the parent/carer, and a medical consent form needs to be signed. Any prescription medicine must be supplied in the labelled prescription box.

Any out of date medicines held will be disposed of safely at the end of each half term. The School has a right to refuse to administer medication.

Medical Plans

Parents/carers must inform the school of any serious medical conditions relating to their child, and supply the school with a copy of the health plan issued by the Doctor. The school will draw up a personal medical plan to advise teachers/staff.

Parents/carers will be able to amend the plan at any time, and are responsible for ensuring the plan is up to date

Inhalers

Inhalers can be kept by each student. They should be clearly marked with the student's name and form class. The school must be advised that the student requires an inhaler and carries it with him/her.

The school can hold a spare inhaler if required, supplied by the parent/carer, providing a consent form has been completed and signed.

Adrenalin Pens

A list of students at risk of anaphylaxis is kept and is available on the Staff Shared Area. Adrenalin pens for each student and staff are kept in the medical room, in clearly labelled containers. It is the parents/carers/students responsibility to ensure the adrenalin pens held are in date. A medical plan will be drawn up.

Students may keep an adrenalin pen on them, and are solely responsible for keeping it safe.

Teachers taking students on school trips are responsible for collecting the adrenalin pens and returning them to the medical room when arriving back at school.

Diabetes

A list of students with diabetes is kept and is available on the Staff Shared Area. A Glucose monitoring kit, insulin pen and other necessary supplies for each student are kept in the medical room, in clearly labelled containers. It is the parents/carers/students' responsibility to ensure that we have all necessary supplies and equipment. An Individual Health Care Plan will be drawn up.

Students should keep a glucose monitoring kit and the necessary supplies to deal with hypoglycaemia with them during the school day. They can test their blood-glucose levels during lesson and self-administer if necessary. They must inform their teacher if this occurs and a first aider will check on them.

Students will test their sugar levels in the medical room before lunchtime and take any required insulin injection. This will be in the presence of a first aider. They may attend the medical room at any other time should they feel the need.

Students will be responsible for their own diabetic kit when on school trips unless parents/carers request otherwise. A first aider must be present when a student tests their glucose level and injects their insulin.

Minor injuries/accidents/incidents

These will be dealt with in accordance to the first aid training.

Serious injuries/accidents/incidents

These will be dealt with in accordance to the first aid training, and parents/carers will be notified by telephone. An ambulance will be called if need be.

Splinters

Members of staff are not to try and remove a splinter from a student with tweezers for legal reasons. The students are advised to wash the affected area. They are allowed to remove the splinter themselves, or a first aider will cover the splinter so the parent/carer can deal with it at home.

School Trips and Visits

A first aid kit is taken on all school visits/trips etc. Parents/carers will be required to complete a consent form for each trip ensuring all medical information is up to date and accurate.

Appendix 4

THE RAMSEY ACADEMY, HALSTEAD

MEDICINE ADMINISTERING FORM

All medication must be supplied in its box with the information leaflet.

Student's Full Name:Tutor Group:

Address:

Medical condition/illness: Headache/Period Pains (delete if not applicable)

Medical condition/illness (other):

Name/type of medication:

Date treatment started:

Duration of treatment:

Frequency/timing of dosage:

Additional instructions/any side effects that the school needs to know about:

.....

.....

Emergency Contacts:

Name:

Relationship to child:

Daytime telephone no:

Name:

Relationship to child:

Daytime telephone no:

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

Name:

Relationship to child:

Signed: Date:

Appendix 6 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

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

- Your telephone number – **01787 472481**
- Your name.
- Your location as follows: **The Ramsey Academy, Halstead, Colne Road, Halstead Essex CO9 2HR**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Arrange for a member of staff to meet the ambulance at the front gates.

Write a report on what you did and ensure that the Headteacher receives a copy the same day.

The Ramsey Academy, Halstead

Colne Road, Halstead, Essex CO9 2HR. T: 01787 472481 F: 01787 474267
E: office@ramseyacademy.com • W: www.ramseyacademy.com



Headteacher:
Rob James

17 March 2017

Dear Parent/Carer

Please find enclosed your child's Health Care Plan. Could you please read through the information included and if there is anything that needs updating please add this to the form. If all the information is correct, please sign the section at the end of the document for Parents/Carers.

This information will be held in school for use in case of medical or emergency situations. It may also be used when students take part in school trips.

The form needs to be returned to school by Friday 31 March 2017.

If you have any further questions please contact the school office.

Yours faithfully

S Muir (Mrs)
SENCO