

Supporting Students with Medical Conditions Procedures 2020

Hartshill School

Dr. Louise Newman, Principal



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Supporting Students with Medical Conditions Procedures 2016-2017

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Supporting Students with Medical Conditions Procedures 2020

1. Introduction

- 1.1 The aim of these Procedures is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported whilst being on roll at Hartshill School. This is to ensure that those students can play a full and active role in school life, remain healthy and achieve their academic potential.
- 1.2 These Procedures put into effect the requirements of The Midland Academies Trust's Policy on Supporting Students with Medical Conditions Procedures and follow Department for Education guidance.

2. Core Principles

- 2.1 The Principal will ensure that The Midland Academies Trust, Supporting Students with Medical Conditions Policy is effectively implemented within the Academy. This will include ensuring that all staff are aware of Policy and these Procedures and understand their role in their implementation.
- 2.2 The Principal will ensure that all staff who need to know, are aware of a student's medical condition and that sufficient trained numbers of staff are available to implement the Policy and these Procedures and deliver against all individual healthcare plans, including emergency situations.
- 2.3 Sufficient staff will be trained to ensure that there is always cover in case of staff absence or staff turnover.
- 2.4 The following cover arrangements will be in place in case of staff absence or turnover:
All first aid staff to receive general training for use of epipen and support for students with diabetes. In other specific cases, all staff with supporting students with medical conditions included in their job role will receive training.
- 2.5 Supply teachers will be briefed on student's medical conditions, where relevant.
- 2.6 The Academy will undertake a risk assessment, in each individual case, for school visits and other school activities outside of the normal timetable. Staff will be made aware of how a student's medical condition will impact on their participation in such activities and what adjustments are required, unless evidence from a clinician such as a GP states that this is not possible.
- 2.7 The Principal and other relevant members of staff shall consult health and social care professionals and students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- 2.8 Department for Education templates should be used but can be amended to fit the circumstances of the Academy.
- 2.9 These Procedures will be reviewed annually.

3. Procedure to be Followed when the Academy is Notified of a Student's Medical Condition

- 3.1 If a parent/carer notifies the Academy that their child has a medical condition the following procedure will be followed:
 - Parent/carer asked to complete a Medical Needs form providing full details of medical condition.
 - Meeting arranged with parent/carer and school health professional to complete an individual Healthcare Plan for student where appropriate.

- Appropriate training provided to relevant staff if required.
 - Staff who need to know are informed.
- 3.2 If the Academy is notified of a student with medical conditions as part of transition from Year 6 to Year 7 the following procedure will be followed:
- Liaise with primary school during transition visits.
 - Parent/carer asked to complete a Medical Needs form providing full details of medical condition.
 - Meeting arranged with parent/carer and school health professional to complete an Individual Healthcare Plan for student where appropriate.
 - Appropriate training provided to relevant staff if required.
 - Staff who need to know are informed.
- 3.3 If the Academy is notified of a new diagnosis or of a student moving to the Academy mid-term, the Academy will ensure that, wherever possible, relevant and appropriate arrangements will be in place within two weeks of the student joining the Academy.
- 3.4 The SENCO (for students with SEN) or Student Support Manager will ensure that all staff are informed of the individual students and will meet with staff who will provide support to ensure that all relevant information is provided, including, where applicable, the individual healthcare plan.

4. Individual Healthcare Plans

- 4.1 Not all students with medical conditions will require a Healthcare Plan. Hartshill School, together with healthcare professionals and parents/carers will agree, based on evidence, when a healthcare plan will be appropriate.
- 4.2 Healthcare plan will include the following information:
- i. the medical condition, its triggers, signs, symptoms and treatments;
 - ii. a student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
 - iii. specific support for the pupil's educational, social and emotional needs; for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
 - iv. the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
 - v. who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
 - vi. who in the school needs to be aware of the child's condition and the support required;
 - vii. arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours;
 - viii. separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
 - ix. where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
 - x. what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

- 4.3 See section 3 above. The SENCO (for students with SEN) or Student Support Manager will be responsible for ensuring that Individual Healthcare Plans are in place where appropriate, in liaison with healthcare professionals.
- 4.4 The Department for Education healthcare plan template must be used.
- 4.5 Healthcare plans must be reviewed at least annually, or earlier if evidence is presented that a student's needs have changed.

5. Roles and Responsibilities

- 5.1 Academy procedures must clearly identify the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions.
 - The Principal will ensure that The Midland Academies Trust, Supporting Students with Medical Conditions Policy is effectively implemented within the School. This will include ensuring that all staff are aware of the Policy and these Procedures and understand their role in their implementation.
 - The Principal will ensure that all staff who need to know, are aware of a student's medical condition and that sufficient trained numbers of staff are available to implement the Policy and these Procedures and deliver against all individual healthcare plans, including emergency situations.
 - The SENCO (for students with SEN) or Student Support Manager will be responsible for ensuring that Individual Healthcare Plans are in place where appropriate, in liaison with healthcare professionals.
 - SENCO (for students with SEN) or Student support Manager to arrange training as appropriate.
 - The SENCO (for students with SEN) or Student Support Manager will ensure that all staff are informed of the individual students and will meet with staff who will provide support to ensure that all relevant information is provided, including, where applicable, the individual healthcare plan.
 - Pastoral team will ensure that, should a student be required to attend another MAT school for any reason, any relevant medical information/medicine is passed on to the other MAT school.
 - Business Manager will ensure that supply staff will be briefed on students' medical conditions, where relevant.

6. Training and Support for Staff

- SENCO (for students with SEN) or Student Support Manager to arrange training as appropriate.
- All First Aid staff to receive general training for use of epipen and support for students with diabetes. In other specific cases, all staff with supporting students with medical conditions included in their job role will receive training.

7. Students Who are Able to Manage their Own Health Needs

- Parents/carers complete appropriate form identifying any medical required (see form below).
- Any medical administered by students is retained, where appropriate, in Reception.
- All medical retained by Reception to be clearly marked with student's name.
- Students are able to access their medication as and when required.

- Students who use inhalers/epipens are encouraged to retain one in their school bag. A spare will be retained in Reception should parents/carers request this, clearly marked with the student's name.
- Where relevant, students will be provided with suitable facilities to manage their own health needs.

8. Procedures for Dealing With Emergency Situations

- First response will be for a First Aider to assess situation.
- See Template F re contacting emergency services.
- Reception/Admin. team to contact parents/carers.

9. Managing Medicines on School Premises

- Parents/carers complete appropriate form identifying any medication required (see form below).
- Any medication administered by students is retained, where appropriate, in Reception.
- All medication retained by Reception to be clearly marked with student's name.
- Students are able to access their medication as and when required.
- Students who use inhalers/epipens are encouraged to retain one in their school bag. A spare will be retained in Reception should parents/carers request this, clearly marked with the student's name.

10. Unacceptable Practice

10.1 The Academy recognises that it is not generally acceptable practice to:

- i. prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- ii. assume that every student with the same condition requires the same treatment;
- iii. ignore the views of the student or their parents/carers;
- iv. ignore medical evidence or opinion (although this may be challenged);
- v. prevent students from participating, or create unnecessary barriers to students participating in any aspect of Academy life, including educational visits.

11. Complaints

11.1 If parents/carers or students are dissatisfied with the support provided for their individual medical needs, in the first instance, contact should be made with the SENCO (for students with SEN) or Student Support Manager to discuss their concerns.

11.2 If there are ongoing concerns after this contact, parents/carers or students should make a formal complaint to the Academy in line with The Midland Academies Trust's Complaints Policy.

Template A: Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

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 child'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

Staff training needed/undertaken – who, what, when

Form copied to

Template B: Parental Agreement for Academy to Administer Medicine

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

Date for review to be initiated by

--

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine

(as described on the container)

--

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 child

--

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) _____

Date _____

Template C: Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Template D: Record of Medicine Administered to all Students

Name of Academy

Date

Child's name

Time

Name of
medicine

Dose given

Any reactions

Signature
of staff

Print name

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Template E: Staff Training Record - Administration of Medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Template F: 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.**

1. Your telephone number
2. Your name
3. Your location as follows [insert school/setting address]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Template G: Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

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 pupils 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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, 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 children 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