

# **Medical Needs Policy**

**Date approved: Tuesday 14 June 2016**

**Review date: June 2017**

## Policy statement

Concordia Academy is an inclusive community that welcomes and supports students with medical conditions. Our school provides all students with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic wellbeing once they leave school.

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

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. We understand the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students.

### **1) This school is an inclusive community that supports and welcomes students with medical conditions.**

- This school is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of students and parents/carers.
- Students and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

- 2) This school's medical needs policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**
  - Stakeholders should include students, parents/carers, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.
- 3) The medical needs policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.**
  - Students, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical needs policy through clear communication channels.
- 4) All children with a medical condition should have an educational health care plan (EHCP).**
  - An EHCP details exactly what care a child needs in school, when they need it and who is going to give it.
  - It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
  - This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- 5) All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**
  - All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
  - All staff receive training in what to do in an emergency and this is refreshed at least once a year.
  - A child's EHCP should, explain what help they need in an emergency. The EHCP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the EHCP for sharing the EHCP within emergency care settings.
- 6) All staff understand and are trained in the school's general emergency procedures.**
  - All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

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

**7) This school has clear guidance on providing care and support and administering medication at school.**

- This school understands the importance of medication being taken and care received as detailed in the student's EHCP.
- This school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.
- When administering medication (such as pain relief) this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed. This school will not give a student under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.

**8) This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Students may carry their emergency medication with them if this is appropriate.
- Students may carry their own medication/equipment, or they should know exactly where to access it.
- Students can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a student once they have had specialist training.
- This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

**9) This school has clear guidance about record keeping.**

- Parents/carers at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an EHCP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of EHCPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the EHCP for the students in their care.
- This school makes sure that the student's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school meets with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's EHCP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's EHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

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

- This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHCE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- This school makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. This school will not penalise students for their attendance if their absences relate to their medical condition.
- This school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCo/ALNCo/Special Educational Needs Advisor who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

- 11) **This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**
- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
  - School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
  - The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
  - This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
- 12) **Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**
- This school works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- 13) **Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical needs policy.**
- This school works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
  - This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

- 14) The medical needs policy is regularly reviewed, evaluated and updated. Updates are produced every year.**
- In evaluating the policy, this school seeks feedback from key stakeholders including students, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of students with medical conditions are central to the evaluation process.