

| The Marlborough Science Academy<br><u>Supporting Students with Medical Conditions</u> |                      |
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| Responsible Governing Body Committee:                                                 | Finances & Resources |
| Policy type:                                                                          | Statutory            |
| Date of Origin:                                                                       | September 2015       |
| Adopted by:                                                                           | Governing Body       |
| Author:                                                                               | Chris Paice          |
| Location:                                                                             |                      |
| Filename:                                                                             |                      |

| Review Due Date | Review Completed | Amendments Y/N |
|-----------------|------------------|----------------|
| September 2016  | February 2017    | N              |
| February 2018   | March 2018       | Y              |
| March 2019      | May 2019         | Y              |
| May 2021        | July 2023        | N              |
| July 2023       | July 2025        | Y              |
| July 2027       |                  |                |

## STATEMENT

The Academy is inclusive and aims to support and welcome students with medical conditions

- The Academy ensures that all staff understand their duty of care to children and young people in the event of an emergency.
- The Academy understands that certain medical conditions are serious and can be potentially life threatening.
- This Academy understands the importance of medication being taken as prescribed.
- The Academy is committed to ensuring that staff are suitably informed about students with medical conditions. Regular training will be provided about the most common conditions.
- Staff receive additional training, if necessary, about any children they may be working with who have complex health needs.
- The Academy will make all reasonable adjustments to ensure that all students with medical conditions can participate in as many aspects of school life as possible.
- The Academy aims to provide all children with medical conditions the same opportunities as others at school.
- The Academy understands that there are social and emotional consequences associated with medical conditions.

## SUPPORT

The Academy recognises that there are a variety of medical conditions which may require different levels of response depending on the individual student and that the same diagnosis does not require the same treatment in different children. Conditions may be broadly recognised as follows:

1. Long-term conditions which can be life-threatening and for which emergency medication is required but which may be very well managed and present a low risk factor on a day to day basis (e.g. diabetes, anaphylaxis, epilepsy, asthma)
2. Long-term conditions which can be life-threatening but are currently unstable or not well-managed
3. Long-term conditions which are not immediately life-threatening but which may require periodic absence from school (e.g. Crohn's disease)
4. Short term conditions which may require a one-off extended period of absence from school (e.g. for an operation)
5. Other conditions which are not life-threatening but which may require regular medication (e.g. ADHD)
6. Acute or chronic conditions which are also considered to be a disability (e.g. cerebral palsy, cancer)

## MANAGEMENT

- Information about any medical conditions is sought at the point of entry via the Year 6 starter pack form. Where there is a more complex case or if a chronic medical condition arises at any other time whilst in education, parents are asked to complete an individual Health Care Plan (HCP). Appendix A

- All information held in accordance with data protection guidelines and the Academy's data protection policy
- A letter is available to send to parents/carers of existing students with medical conditions advising them of the new policy and requesting an HCP if appropriate. Appendix B.
- Parents are reminded annually to update this information as necessary.
- If a student has a short term medical condition a Parental Agreement for the Administration of Medicine at School form must be completed as appropriate. Appendix C
- Disclosed medical information is recorded on SIMS.
- An HCP is required for all students with:
  - a) Chronic medical conditions and/or if medication is administered on site,
  - b) Where the condition is unstable and requires careful monitoring or regular interventions within the school/academy day,
  - c) Where the medical condition is having a significant impact on the student's ability to learn effectively or access school,
  - d) Where the medical condition has meant that the student's attendance has dropped significantly.
  - e) To establish if a specific Risk Assessment is required for that student.
 The HCP may be drawn up in consultation with health practitioners.
- Where the student has an acute/chronic condition which is considered to be a disability, the school will draw up a HCP unless an Educational Health Care Plan is already in place because the student has a statement of SEN.
- HCPs will be used to:
  - a) Identify the medical condition, its triggers, signs, symptoms, and treatments.
  - b) Identify how the health condition presents a barrier to learning and what strategies are needed to support the student.
  - c) Identify who will provide the support and any medical training needs.
  - d) Clarify arrangements for the administration of medication, emergency procedures and any special arrangements needed.

## COMMUNICATION

- Staff are made aware of this Medical Policy. Parents are made aware via the school/Academy website.
- Staff within the Academy are made aware of the students with chronic/serious medical conditions. Staff understand they have a duty of care to students both during, and at either side of the school day in the event of an emergency. In an emergency situation, staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff have training updates at least once a year as required. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by HCPs, if required. A record will be made of all training supplied, on the staff members own personal record.
- Staff receive updates of 'medical needs' and know how to act and what to do in an emergency.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives with the permission of the Headteacher.
- Any complaints regarding this procedure are to be dealt with by the Headteacher.

## GUIDANCE ON ADMINISTRATION OF MEDICINES

- In the vast majority of cases, students will be able to administer their own medication during the school day. Medicines will only be administered by the Academy when it is detrimental to the child's health or school attendance not to do so; i.e. anaphylaxis.
- Staff will only administer medication to a student, whether prescription or non-prescription, with a parent's written consent.
- A record of all medicines administered to a child will be recorded. Appendix D
- In all cases students will be supervised when taking medication and if so this will be noted on their HCP.
- All requests for medication or first aid assistance, held in school/academy, will be logged.
- All emergency medication, which is not controlled, is held at the Medical Room and is readily available. Students are aware of where their medication is held so that they can access it at any time.
- If the emergency medication is controlled, it will be stored securely and the keys are readily available to nominated staff.
- All non-emergency medication is stored securely and the keys are readily available to nominated staff
- Students are reminded to carry their emergency medication with them.
- The Academy understands the importance of medication being taken as prescribed.
- Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school/academy immediately. HCPs should be updated accordingly.
- If a student refuses their medication, staff will record this. Parents/carers will be informed as soon as possible.
- All staff attending off-site visits are aware of any students on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Where the visit includes an overnight stay, any prescription medication should be given to members of staff for safe-keeping, in liaison with parents. If a trained member(s) of staff, who is usually responsible for administering medication, is not available the school/academy will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a student misuses their medication for a chronic illness, their parents/carers will be informed as soon as possible. If necessary, the school/academy will seek medical advice by ringing the Emergency Services/A &E, if this situation arises.
- The Academy has identified members of staff/designated persons who ensure the correct storage of medication at school. Staff will check the expiry dates for all medication stored at the school/academy at least once a year along with clear labelling. This should include the student's name, name of medication, method of administration, dose and frequency. All medication should be supplied and stored in its original containers according to manufacturer's instructions.
- Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised students.

- It is the parents/carer's responsibility to ensure adequate supplies of new and/or in date medication comes into school/academy with the appropriate instructions. A completed Parental Agreement for the Administration of Medicine at School form must be held at all times.
- Parents/carers are asked to collect any out of date medication for safe disposal.
- A sharps box will be provided for the disposal of needles
- Two spare epipens and inhalers have been provided by the school to be used should the epipen or inhaler provided by the student be:
  - a) Unsuitable for use due to condition or out of date
  - b) Not available to be used (e.g. student has forgotten it)
  - c) Taken on school trips as required
 They will be used only with the consent of the parent/guardian and this consent will be noted on the students records.

## **USE OF NON-PRESCRIPTION MEDICINES**

- Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day unless written parental consent is held
- Staff may consent to supervise the administration of non-prescription medicine on residential school visits, if the student is unable to do so on their own. There must be written parental consent to administer the medication and clear guidance given to staff for recurring 'over the counter' medications e.g. Piriton for hayfever - via the school consent form.

## **EMERGENCY PROCEDURES**

- Copies of all HCPs are held in the Treatment Room together with any medication
- In the event of an emergency, staff will follow procedures specified for each school/academy and in accordance with each student's HCP

## **INCLUSION**

### **Physical Environment**

- The Academy is committed to providing a physical environment that is as accessible as possible to students with medical conditions. This includes out-of-school visits.
- The Academy ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- The Academy ensures the needs of students with medical conditions are adequately considered to ensure they have access to extended school activities such as Academy discos, breakfast club, school productions, after school clubs and residential visits.
- Staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to prevent and deal with problems in accordance with the Academy's Behaviour Management policy.

- Staff use opportunities such as personal, social, health, citizenship and economic education (PSHCEE) lessons to raise awareness of medical conditions and to help create a positive social environment.

### **Education and Learning**

- The Academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers within the Academy are aware of the potential for students with medical conditions to have special educational needs (SEN).

### **RISK ASSESSMENTS**

- Risk assessments are carried out by the Academy prior to any out-of-school visit or off site provision and medical conditions are considered during this process. The Academy considers: how all students will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- The Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. The Academy considers additional medication and facilities that are normally available at school.
- The Academy carries out risk assessments before students start any work experience or off-site educational placements. It is the Academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider. Copies of HCPs may be sent to off-site placements with parental consent.

The Academy works in partnership with all interested and relevant parties including the Governing Bodies, staff, and community healthcare professionals and any relevant emergency practitioners.

☒ Equalities impact assessment considered

#### **Appendix A**

Individual Healthcare Plan Template

#### **Appendix B**

Letter to Parent/Carer requesting a HCP

#### **Appendix C**

Parental Agreement for the Administration of Medicines at school

#### **Appendix D**

Record of Administering the Medicine to an Individual Child

## Appendix A



The Marlborough  
Science Academy



### Individual Healthcare Plan

#### Personal Details:

|                                |  |
|--------------------------------|--|
| Childs Name                    |  |
| Class and Form                 |  |
| Date of Birth                  |  |
| Child's Address                |  |
| Medical diagnosis or condition |  |
| Date                           |  |
| Review date                    |  |

#### Family Contact Information:

|                                            |  |
|--------------------------------------------|--|
| Name                                       |  |
| Relationship to child                      |  |
| Contact Phone no.<br>(work/home or mobile) |  |

## G.P/Hospital contact (as applicable)

|                                   |  |
|-----------------------------------|--|
| Name of GP                        |  |
| Phone Number                      |  |
| Name of Hospital                  |  |
| Name of Doctor and contact number |  |

Describe the medical needs and give details of any relevant signs & symptoms, triggers, appropriate treatments, any facilities required, or environmental issues e.g allergies, use of lift required etc

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Name of the medication, the dose required the method of administration, when to be taken and any side effects or contra-dictions. Also indicate if medication is to be self-administered or administered under supervision.

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Any Daily Care Requirements

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Any Specific support for the students educational, social or emotional needs:

Any special arrangements required for school trips/visits etc

Any Other relevant information

Please describe what constitutes an emergency and the action to be taken if this occurs

Who is responsible in an emergency?

Are there any Staff Training needs/requirements?

Training arranged (if applicable)

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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 the school policy. I will inform the school immediately, in writing, if there is any change in the medication, its dosage, frequency or if the medicine is stopped.

Signature: .....

Print Name: .....

Date: .....

## Appendix B



The Marlborough  
Science Academy



Re: The Individual Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the school's governing bodies, our school has an established medical conditions policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan, or if you have any questions then please contact us on 01727 731320.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and that the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Yours sincerely

Head teacher

## Appendix C



# The Marlborough Science Academy



### Parental Agreement for the Administration of Medicines at School

The Marlborough Science Academy will store and give out any medicine for students to self-administer if we are in receipt of this completed and signed form.

Date .....

Child's name .....

Form and Age .....

Name and details of medicine .....

Expiry date .....

Dose and frequency of medicine .....

When to be given .....

Any other Instructions .....

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

Contact number of parent/carer .....

Name and phone no. of GP .....

- The above information is, to the best of my knowledge, accurate at the time of writing
- I will inform the school immediately, in writing, if there is a change in dosage or frequency of the medication or if the medication is stopped or altered.
- I understand the school will advise me as soon as possible if my child refuses the medicine
- I agree to dispose of any out of date medicine and supply reasonable (not excessive quantities) of the medicine to the school.
- For regular prescription medication/lifesaving medication I agree that I will ensure my child has the necessary medication with them, if they take part in any out of school activities or school trips.

Parents Signature: .....

Print Name: .....

**If more than one medicine is to be given a separate form should be completed for each one.**



Record of medicine administered to all students

| Date | Name | Time | Name of medicine | Dose given | Any reaction | Signature of staff | Print name |
|------|------|------|------------------|------------|--------------|--------------------|------------|
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