



Supporting Students with Medical Needs Policy

Document provenance

This policy was approved by Trustees as follows –

Education & Personnel Committee	Date: December 2017
Frequency of review: every 2 years	Next review date: November 2019
ELT Owner: National Director of Education	Author: Regional SEN Lead, London & Bucks

Summary of changes at last review:

- Requirement for academies to hold and store adrenalin auto-injectors – allowed under new law which came into force on 1 October 2017.
- Clarification of responsibilities and addition of regional team members to these.

Supporting Students with Medical Needs Policy

1. Introduction and purpose

1.1 E-ACT is committed to ensuring that all students with medical conditions can access and enjoy the same opportunities as any other student and to ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic potential.

1.2 E-ACT will ensure that its academies implement and maintain an effective management system for the administration of medicines to all students in our care in order to ensure that appropriate support is provided to individual students with medical needs.

1.3 SCOPE

1.3.1 This policy applies to all E-ACT staff or volunteers working in or visiting E-ACT academies, including contractors, agency or temporary staff.

1.4 PUBLICATION

1.4.1 This policy is published on E-ACT's trust website. All academies must link to this policy from their academy websites.

1.4.2 In addition to publishing a link to this policy, academies must publish key contact details in relation to this policy so that parents can easily get in touch with the academy about their child's medical needs. This should include contact information for the Individual Health Care Plan Lead at the academy and details of any health professionals it engages to train and assist school staff in dealing with medical conditions and administering medicine.

2. Legislation and regulation

2.1 This policy is issued in line with statutory and non-statutory guidance relating to section 100 of the Children and Families Act 2014, which places a duty on proprietors of academies to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, E-ACT must have regard to the guidance issued by the Secretary of State under section 100.

2.2 This policy is in line with *Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England* will be reviewed against any revised recommendations when the guidance is revised.

2.3 This policy is also in line with the *Statutory Framework for the Early Years Foundation Stage*.

3. Supporting students with medical needs

3.1 At E-ACT we want to ensure that all our students and pupils in all our academies receive the same level of care in relation to their emotional and physical needs, including those children who have particular medical needs. We want parents to be assured that their children's health will be well-looked after in E-ACT academies and this policy sets out the steps that our academies will take to support children with medical needs.

3.2 LIAISING WITH PARENTS

- 3.2.1 E-ACT academies must promote ongoing communication with parents in order to ensure that the specific medical needs of all students in our care are known and met.
- 3.2.2 Parents must inform the Headteacher (or the delegated IHCP Lead) if their child has or develops a medical condition and, where appropriate, provide the academy with appropriate medical evidence and / or advice relating to their child's medical condition.
- 3.2.3 Where appropriate, parents will be invited to consult with the academy and relevant healthcare professionals in order to produce an IHCP (individual health care plan) for their child. A template letter to parents can be found in Appendix 1.
- 3.2.4 Parents should also inform the Headteacher (or the IHCP Lead) where their child will require either prescription or non-prescription medication to be taken at academy and of any changes to the medication required.
- 3.2.5 E-ACT requests that medication is only taken at school if it is essential, that is where it would be detrimental to the student's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending an academy.
- 3.2.6 Unless in exception circumstances, staff at our academies will not administer any medication to a student without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 3.2.7 For early years foundation stage (EYFS) students, staff will ensure that parents are informed in writing on the same day or as soon as reasonably practicable in respect of every occasion that any medication is administered and, if for any reason, medication has not been administered parents will be informed and will be given an explanation.

3.3 INDIVIDUAL HEALTH CARE PLANS

- 3.3.1 E-ACT academies will focus on the needs of each individual student and how their medical condition impacts on their school life, including on how the medical condition impacts a student's ability to learn and will take steps to help increase student's confidence and ability to self-care.
- 3.3.2 Where a student has a long-term or complex medical condition or health needs, an academy will, where appropriate, produce an IHCP for that student. A template IHCP is set out in Appendix 2.
- 3.3.3 The IHCP will be prepared following consultation with the parents, the student (where appropriate) and School Nurse and / or any other relevant healthcare professional.
- 3.3.4 Where appropriate, the IHCP should be linked with a student's Statement of Special Educational Needs or their Education, Health and Care Plan (EHCP). Where a student has SEND but does not have a Statement or EHCP, their SEND should be mentioned in their IHCP.
- 3.3.5 The IHCP will be presented to the parents for approval prior to its implementation to ensure the academy holds accurate information about the medical condition of any student with long term needs.

- 3.3.6 Once the IHCP is approved the Headteacher (or the delegated IHCP Lead) will be responsible for its maintenance and implementation.
- 3.3.7 The IHCP will be reviewed at least annually or more frequently where a student's needs change.

4. Administering medicines

- 4.1 Where a student requires supervision to take their medication or where such medication will be administered by staff, students receiving medication should be made aware of where they should attend at the prescribed times during the course of the medication to receive their treatment.
- 4.2 All medicines supplied to an academy by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the students.
- 4.3 If staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.
- 4.4 If a student refuses their medication, staff will record this and report to parents as soon as possible.

4.5 MEDICAL RECORDS AND CONSENT

- 4.5.1 Parents of all students at the Academy are required to complete the relevant parental agreement to administer medicine at Appendix 4 and / or Appendix 5 before medication is administered to their child.
- 4.5.2 Staff administering medicines will sign the records at Appendix 6 and / or Appendix 7 each time a medicine is administered. Written records of all medication administered to every student are retained by the headteacher / school nurse and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the headteacher / school nurse.

4.6 PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- 4.6.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.
- 4.6.2 Our academies will hold and store spare AAIs (adrenalin auto-injectors), and, if a student has been identified as at risk from anaphylaxis as per their IHCP, an appropriately trained member of staff will administer the AAI in the case of an emergency.
- 4.6.3 Staff may only administer certain non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to sign Appendix 6 to confirm their agreement to staff administering such medication and to confirm that the student has not suffered an adverse reaction to the medication in the past.
- 4.6.4 No student shall be given medicine containing aspirin unless prescribed for that particular student by a doctor.

4.7 SELF-MEDICATION

- 4.7.1 E-ACT recognises that students should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily.
- 4.7.2 Following consultation between the academy, parents and the student, a student will be permitted to store and carry their own medication if in the opinion of the headteacher/IHCP Lead or school nurse that they are sufficiently competent to do so. This will be reflected in a student's IHCP.
- 4.7.3 The academy will also consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision.
- 4.7.4 Students will be made aware the medication is strictly for their own personal use and it should not be passed to any other students under any circumstances and to do so is a breach of school rules.

4.8 STORAGE OF MEDICATION

- 4.8.1 Medicines are always securely stored in accordance with individual product instructions.
- 4.8.2 The academy will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 4.8.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 4.8.4 Emergency medication such as inhalers, adrenaline pens and blood glucose testing meters will be kept in a designated location , clearly marked, and if kept in a box or cupboard this must not be locked in order to allow immediate access. In the case of medication which is not required in an emergency, the student will be told where their medication is stored and who holds the key.
- 4.8.5 Academies will ensure that students who do not carry and administer their own medication understand which members of staff will administer their medication.
- 4.8.6 If a student is prescribed a controlled drug, unless otherwise agreed as part of a IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access. A record of any doses used and the amount of the controlled drug held at the academy will be maintained.
- 4.8.7 If students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.
- 4.8.8 Parents should collect all medicines belonging to their student at the end of each term and are responsible for ensuring that any date-expired medication is collected from the academy.

4.9 EMERGENCIES

- 4.9.1 In the event of an emergency related to the administration of medicine, the school nurse or designated trained staff member should be called as soon as possible, if not already present. If the school nurse does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency

services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the academy site.

4.9.2 A checklist for contacting the emergency services can be found in Appendix 8.

5. Off-site visits and sporting events

- 5.1 Please refer to the Trips and Visits Policy.
- 5.2 The academy actively supports all students with medical conditions to access and enjoy the same opportunities at the Academy as any other student, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a student's care (such as his or her GP).
- 5.3 If a student attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.
- 5.4 All students requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.
- 5.5 Secure storage for medicines will be available at all short-term accommodation used by the Academy.

6. Unacceptable practice

- 6.1 Staff should use their discretion and training with regards to each individual student's medical needs, by reference to their IHCP and / or EHCP, as appropriate.
- 6.2 However, staff should be aware that the following practices are generally unacceptable:
 - preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
 - assuming that all students with the same conditions require the same treatment;
 - frequently sending students with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;
 - sending unwell students unaccompanied to the school office or medical room;
 - penalising students for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
 - preventing students from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
 - requiring parents, or otherwise making them feel obliged, to attend the Academy to administer medication or otherwise provide medical support to their child during the school day;
 - preventing students from participating in, or creating unnecessary barriers to children participating in all aspects of school life.

7. Training

- 7.1 E-ACT academies will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.
- 7.2 The Headteacher is responsible for the administration of medicine and the arrangements for students with medical conditions within the academy. They will delegate duties as appropriate to the school nurse and/or other members of staff who have received training.
- 7.3 The Headteacher or school nurse will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to students' IHCPs.
- 7.4 Relevant members of staff will receive appropriate training and support from the school nurse and / or a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual student will be provided to appropriate staff by the school nurse and / or a qualified health professional, where appropriate.
- 7.5 The school nurse and / or qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in Appendix 3.
- 7.6 Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting students with medical conditions.
- 7.7 The academy must publish on its website, alongside the link to this policy, the details of any health professionals it engages to train and assist school staff in dealing with medical conditions and administering medicine.
- 7.8 All staff will be made aware of the terms of this policy and the academy's arrangements for supporting students with medical conditions and their role in implementing the terms of this policy.
- 7.9 The academy has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes.
- 7.10 All academies are required to either adopt the Medical Conditions at School guidance and protocols or have their own drafted by the school nurse or doctor and have these approved by the Regional Education Director.
- 7.11 Copies of the guidance and protocols are published on the academy website alongside this policy.
- 7.12 All new starters will be made aware of the terms of this policy and appropriate protocols during their induction.

8. Responsibilities

- 8.1. The Board of Trustees has overall accountability for this policy.
- 8.2. The National Director for Education has overall responsibility for ensuring implementation and compliance within all E-ACT academies, supported by the Regional Education Directors who have delegated responsibility for implementation and compliance within their regions.
- 8.3. The Regional System Leader for SEND and the Regional System Leader for Safeguarding are responsible for monitoring compliance within their region, challenging academies on

fulfilling their duties in relation to this policy and providing support and advice on implementation where necessary.

8.4. The Regional System Leader for SEND and the Regional System Leader for Safeguarding are also responsible for rapidly escalating any serious concerns regarding non-compliance to the Regional Education Director, or to National Director for Education.

8.5. The Headteacher is responsible for:

- Ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist students with medical conditions;
- Ensuring that cover arrangements are in place to meet individual children's need in the event of staff absence (cover arrangements must be in writing and easily available to relevant staff and, on request, parents);
- Ensuring that sufficient numbers of trained staff are available to support students' medical needs at all times whilst they are under the care of the Academy, including making contingency plans for staff absence and emergency situations;
- Ensuring that information regarding an individual student's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis;
- Ensuring that risk assessments take into account the additional risks posed to individual students as a result of their medical conditions;
- The overall development and monitoring of Individual Healthcare Plans (IHCP) at the Academy.

9. Complaints

9.1 If parents or students are dissatisfied with the medical support provided at their academy they should raise these in the first instance with the headteacher.

9.2 If the headteacher cannot resolve the issue then a formal complaint can be raised via the Complaints and Concerns Policy which is available on E-ACT's website.

9.3 Secure storage for medicines will be available at all short-term accommodation used by E-ACT academies.

10. Review

10.1 This policy will be reviewed every two years. Headteachers must review the information supporting this policy (website, procedures, etc) annually to ensure that it is up-to-date and accurate.