



Supporting Students with Medical Conditions Policy

June 2017

The Local Governing Body of George Spencer Academy adopted this policy statement on 28/06/17. It will be reviewed annually by the Health and Safety Committee, the next such review to be no later than June 2017.

Policy statement and principles

This Academy is an inclusive community that aims to support and welcome pupils with medical conditions. This Academy understands its responsibility to make the Academy welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the Academy.

We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - Achieve economic well-being.
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- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
 - All staff feel confident in knowing what to do in an emergency.
 - This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - This school understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at this school.

This Academy has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and wider community. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) Supporting pupils at school with medical conditions.

These key stakeholders include:

- Strategic Lead for Inclusion
- SENCo
- Pastoral and First Aid teams at George Spencer Academy
- Students and their Families with Medical conditions
- Health and Safety Trust Lead
- Vice Principal (Inclusion)

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation.

The Policy forms part of the staff handbook and is available for all staff via Moodle and parents via our website. Key staff, where identified in IHCP will receive appropriate training on the implementation of the policy.

This Academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

Roles and responsibilities

Parents and guardians – Will be responsible for providing the Academy with details of the medical condition their child has, if they have an Individual Healthcare Plan/working with professionals to create one, Advising on changes to condition in a timely manner and providing clearly labelled medication (in date) medication.

Pupils – Will ensure they inform responsible adults on how their condition affects them

The Governing body – Will ensure health and safety measures for staff and pupils, risk assessments are inclusive of pupils with medical conditions, medical policy is kept up to date and report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication

The Principal – Will ensure the Academy is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks and liaise between interested parties, they will ensure the policy is implemented and kept up to date, ensuring appropriate training for staff

Academy staff – Will be aware of triggers and symptoms of conditions and how to act in an emergency and know which pupils have a medical condition. They will allow pupils immediate access to emergency medication. They will be aware if pupils with medical conditions suffer bullying or need extra social support and understand common medical conditions and impact on pupils. They will ensure that all pupils with medical conditions are not excluded unnecessarily from activities. They will ensure pupils with medical conditions have adequate medication and sustenance during exercise and be aware medical conditions can affect school work. They will liaise with Learning Managers/Pastoral staff/Inclusion team and raise any concerns they have about a student's medical condition.

First Aiders and other external health professionals (where appropriate) –Give immediate help to casualties in school, ensure ambulance or other professional help is called where necessary. Will help provide regular training to school staff on common medical conditions.

SENCO– Will help update school's medical policy and know which pupils have SEN due to their medical condition. They will ensure teachers make arrangements if pupil needs special consideration and ensure pupils with medical conditions are not excluded unnecessarily from activities.

PSAs - will communicate with parents if their child is unwell and will guide pupils to have access to their medication when in school. They liaise with parents, if the child's learning is suffering due to medical condition and use opportunities to raise awareness of medical conditions across the school alongside the inclusion team.

Monitoring of Individual Healthcare Plans

This Academy uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Health care plans will be completed for each student with medical needs on admission to school (new intake/mid year).
- If a pupil has a short-term medical condition that requires medication during school hours, parents should inform school, where possible students should keep the medication with them or store refrigerated medication in the Tech Team Office.
- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

This is represented in the table on the following page.

Monitoring of individual healthcare plan:

Action	responsibility	document
Parents and/or medical professional inform school of medical need	Parent/medical professional	Data collection form (new intake/admission)
IHCP letter sent to parents when medical need identified	SENCo for new intake PSA to inform SENCo on new in year admission	IHCP letter (appendix 1)
SENCo reviews response from Parents and allocates keyworker as appropriate	SENCo	IHCP template (appendix 2)
If further information is required an IHCP meeting is arranged (input from health care professional)	Keyworker to arrange	IHCP appendix 2
IHCP completed and attached to SIMS/circulated to staff. Data pack updated	Keyworker and/or office team	IHCP template (appendix 2)
School identify training needs and training commissioned by healthcare professional. Staff signed off as competent/review date agreed.	SENCo	IHCP template (appendix 2)
IHCP reviewed annually or when condition changes (parents/healthcare to make school aware)	SENCo	IHCP template (appendix 2)

School Medical Register

- The register is updated on an annual basis, based on information collected from data collection forms. It is held on SIMS and in the staff handbook

Ongoing Communication and Review of Individual Healthcare Plans

- Parents should inform their child's lead person of any changes to the IHCP.
- IHCP will be reviewed on an annual basis by school.

Storage and Access to Individual Healthcare Plans

- IHCP will be stored centrally and linked to SIMS/PARS
- Staff will be made aware via email/data packs that students have an IHCP
- For offsite activities staff will ensure they have a hard copy
- Information will be forwarded to new school/college with the school file

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- Our Governing Body/Academy Proprietor is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.

- Administration of medication which is defined as a controlled drug¹ (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Storage of medication

Safe storage – emergency medication (EpiPens)

- Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. These are located at the Tech Team office on lower site and behind main reception. First Aiders are aware of the location of the keys.
- All pupils carry their own EpiPens at all times and a spare kept on both school sides
- Pupils are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- All non-emergency medication is kept in a lockable cupboard. In either the PSA office filing cabinet or Tech Team fridge.*
- Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- Tech Team ensures the correct storage of medication at school.
- Annually the Tech Team checks the expiry dates for all medication stored at school .
- Tech Team/PSA along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container or packaging (except insulin) and clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Some medication may need to be refrigerated. All refrigerated medication is stored in a locked airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure new and in date medication comes into

¹ Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Examples include:

- morphine
- pethidine
- methadone

The Misuse of Drugs Regulations 2001 has a [full list of controlled medicines](#).

- school on the first day of the new academic year
- f. All medication and equipment is either returned to student or where this is not possible returned to a pharmacy and/or safely disposed of.

Record keeping

- Parents will complete a permission to administer medication form (appendix 3)
- All information regarding medical conditions and IHCP are stored centrally on SIMS/PARS
- Copies of IHCP are sent to parents once completed
- The Tech Team keep records of medication which are taken by students in a central log (appendix 4).

In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- All staff receive a First Aid Awareness course delivered by a trained first Aider.
- First Aiders have either completed the Emergency First Aid at Work or First Aid at work qualification.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties (staff are required to leave information in packs)
- In an emergency the office team will ensure that relevant details are printed and sent with the student to hospital.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of SLT/Alison Tye.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take the responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own emergency medication (e.g. epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- For off-site activities, such as visits holidays and other Academy activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still

have access and a staff member named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Duties of a First Aider

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall:-

1. Take charge of the situation
2. Render first aid as necessary
3. Advise of the need for help from a medical practitioner or nurse or of the need for the emergency ambulance to be called, or any other action which needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of First Aid arrangements in the Academy.

The use of asthma inhalers at GSA

For use in emergency only, with those students diagnosed with asthma and prescribed with a reliever inhaler. **Onsite only**

GSA students must take responsibility for their own inhalers at all times. Students must take their own inhalers with them when on school trips

Emergency Asthma Kit Located on Lower site in the Technical Team office (Tel 450/451)

Contents - 2 x Emergency Inhalers (Salbutamol), 10 x Disposable Spacers, Inhaler Log, Inhaler Usage Log

Contents of the kit to be checked regularly for condition and expiry dates. Inhaler to be 'primed' regularly (2 puffs to ensure the inhaler working correctly). Responsibility of the Technical Team to check the kit

First aiders are aware of the asthma kit, its contents, and the procedures for use

Student Asthma Register List of students known to be diagnosed with asthma - Located on Lower site in the Technical Team office in the First Aid Folder

Written consent to administer the inhaler must be obtained from parents/guardians before inhaler given to student. Records of consent kept (appendix 5)

Administering the Inhaler

Help to self-administer an inhaler must be by a qualified first aider only

Check consent given – see asthma register or ring parents

1. Prime the inhaler (2 puffs) before use to ensure inhaler not blocked
2. Help the student take 2 puffs via the spacer
3. If no improvement give an additional 2 puffs every 2 minutes to a maximum of 10 puffs
4. If the student does not feel better or there is cause for concern CALL 999 FOR AN AMBULANCE and contact parents/guardians
5. If an ambulance does not arrive in 10 minutes, and the student continues to feel unwell, give an additional 10 puffs.
6. Record usage of the inhaler in the first aid log, (include where and when the attack took place, how much inhaler was taken, and whom aided the student) and inform parents/guardians as soon as possible after the student recovers
7. Ensure the student receives a copy of the 'Emergency inhaler use' letter to give to parents/guardians
8. Clean the inhaler after use – Remove the canister and wash the housing and cap in warm running water. Once dry replace the canister in the housing and put the complete inhaler back into the kit. Dispose the spacer in the medical waste bin

Complaints

Any complaints should be dealt with in accordance with the school's published complaints policy.

Appendix

1. Letter to parents explaining IHCP form
2. IHCP template
3. Parental agreement to administer medicine
4. Record of medicine administered
5. Asthma inhaler letter