



**Aspire Accomplish Achieve**

**University Academy Keighley**

**Supporting Students with Medical  
Conditions Policy**

**2018 - 2019**

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## Introduction

The Academy values the abilities and achievements of all its students and is committed to providing for each of them, the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students.

This means that equality of opportunity must be a reality for all our children. We make this a reality through the attention we pay to the different groups of children within the Academy.

This policy has been developed in line with the Department for Education Guidance - Link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

and with reference to the Special Educational Needs and Disability (SEND) Code of Practice - Link Below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Operations Manager.

## Principles

The Academy has a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.

In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the Academy. This may mean making special arrangements for particular students, so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

The Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (short or long term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

However, teachers and other Academy staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care.

To this end, the Academy reserves the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child.

The Academy takes advice and guidance from a range of sources, including the Academy Nurse, Health professionals and the child's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

This policy defines the ways in which the School supports the needs of students with medical conditions (short or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

**Definition:**

Students' medical needs may be broadly summarised as being of two types:

- **Short-term:** affecting their participation in school activities when they are on a course of medication.
- **Long-term:** potentially limiting their access to education and requiring extra care and support.

## **Aim**

The Academy Aim is:

- To support students with medical conditions so that they have full access to education, including physical education, enrichment and educational visits
- To ensure that Academy staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans (IHCPs) where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review any appropriate records.

## **Key Roles and Responsibilities**

The **Governing Body** is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at the Academy.
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of Academy life.

- Keeping written records of any and all medicines administered to individual pupils and across the Academy population.
- Ensuring that relevant external training is provided and delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance is in place, which reflects the level of risk.

The **Principal** is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the guidance made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the Academy nurse/Appointed Person in the case of any child who has a known medical condition.

All **Staff Members** are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility. There is no contractual obligation for teachers to administer medication. Where teachers do agree to participate in this duty, it should be recognised that these duties are a voluntary action.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures, detailing how to respond when they become aware that a pupil with a medical condition needs help.

**Parents and Carers** are responsible for:

- Keeping the Academy informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school (**Appendix 1 - Pages 11-12**).
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or academic year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.

- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with Academy staff members and healthcare professionals.

## Training of Staff

- Teachers and support staff will receive training on the 'Supporting Pupils with Medical Conditions Policy' as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their continued staff development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medicines (First Aid at Work etc).
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Academy '**Appointed Person**' will keep a record of training undertaken and a list of staff members who qualified to undertake responsibilities under this policy

## The Role of the Student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Medicines will be securely stored within the Medical Room.
- Students who require to carry an EpiPen and/or inhaler are to have one on their person – a spare may be provided by parents and left at Student Services for secure storage within the Medical Room.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

## Individual Healthcare Plans (IHCP's)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, the Special Educational Needs Coordinator (SENCO), and any medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with parents and other professionals to ensure that the IHCP identifies the support the child needs to reintegrate

## Medicines

- Medication will only be accepted into the Academy if a doctor has prescribed it. The Academy Nurse, SEN Coordinator and the Appointed Person, must be informed of any student, who has been prescribed any controlled medication e.g. Methylphenidate (Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form (**Appendix 1 - Pages 11-12**).
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Students who are found to be in possession of any medication (whether prescribed or not) without parental consent, will have the medication confiscated and held until collection can be arranged with a parent/carer.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, name labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. The Academy **will not** accept items of medication, which are in unlabelled containers.
- A maximum of four weeks of the medication may be provided to the school at any one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.
- Medications will be stored in the medical room and a locked fridge is available if required.
- Any medication left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.

***University Academy Keighley cannot be held responsible for side effects that occur when medication is taken correctly.***

## Intimate or Invasive Treatment

This will only take place at the discretion of the Principal / Board of Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the student, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. All treatment will be recorded.

## **Emergencies**

In a medical emergency, a number of staff have been appropriately trained to administer Emergency First Aid. If possible, they should be called at the earliest opportunity and will be asked to attend.

If an ambulance needs to be called, staff will:

- Where possible, contact the Emergency Services via a mobile telephone whilst in close proximity to the patient.
- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents/Carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

## **Unacceptable Practise**

While Academy Staff will use their professional discretion in supporting individual students, it is unacceptable to:

- Prevent students from accessing their medication.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents / carers; ignore medical advice.
- Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Health Care Plan.
- Send students to Student Services or the medical room alone.
- Penalise students for their attendance record where this is related to a medical condition.
- Prevent students from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

## **Academy Educational Visits and Trips**

The Academy will make every effort to ensure that students with medical needs have the opportunity to participate in educational visits and trips, as long as the safety of the child concerned and that of other students is not compromised by their inclusion. The group leader will take additional measures as necessary and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the group leader has full information on medical needs and any relevant emergency procedures.



## **Risk Assessments**

All Staff are to ensure that they complete a before activity Risk Assessment and confirm student abilities before taking part in any strenuous/higher risk activities that may exasperate their medical condition (Exercise/exposure to dust etc). This does not need to be above and beyond the standard risk assessment for the lesson /activity, but it will need to include variables such as weather, environment, activity, duration etc and the likelihood of any additional risks to those students with their pre-existing medical conditions. Throughout the activity, it is the lead teachers responsibility to maintain an ongoing dynamic risk assessment of the activity and monitor the effects that it may be having on these students. It will also be the lead teachers responsibility to risk assess and confirm whether or not there is a need for epipens/inhalers to be in the students possession, prior to the commencement of any activity/lesson.

## **Liability and Indemnity**

Provided staff act in accordance with the Academy's policies and procedures they will normally be fully covered by the Academy's public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to students or supervise the self-administration of medicine by students. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.

The Academy is fully covered with liability and indemnity insurance through Zurich Insurance. In the event of any claim queries, please contact Zurich Insurance on 0800 032 0229 or email: [farnboroughnewliabilityclaims@uk.zurich.com](mailto:farnboroughnewliabilityclaims@uk.zurich.com)

## **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **Approval by the Governing Body and Review Date**

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: (Chair of Governing Body)

Date: September 2018

Date of Policy review:

## APPENDIX 1: MEDICATION CONSENT FORM

(To be filed in Medication Administration Record File)

The Academy will not give your child any medication unless you complete and sign this form and the Principal has confirmed that Academy staff have agreed to administer the medication.

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### DETAILS OF STUDENT

Surname:

Address:

Forename(s):

M/F:

Date of Birth:

Class/Form:

Reason for medication (optional):

.....

### CONTACT DETAILS:

Name:

Daytime Contact Telephone No:

Relationship to Student:

Address:

### MEDICATION

Name/Type of Medication (as described on the container):

For how long will your child take this medication?

Date dispensed:

.....

### FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method:

Timing:

### Special Precautions:

Self-Administration:

a) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

b) I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her epipen on him/her for use as necessary.

c) I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in the Academy and accept that this is a service which the Academy is not obliged to undertake.

Date:

Signature (s):

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