



Hollingworth
Learning Trust

A Hollingworth Learning Trust Academy

NEWHOUSE ACADEMY

Medical Conditions Policy

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Contents

1. Aim & Scope
2. Legislation & guidance
3. Roles & Responsibilities
4. Equal opportunities
5. Being Notified that a child has a medical condition
6. Individual healthcare Plans
7. Managing Medicines
8. Emergency Procedures
9. Training
10. Record Keeping
11. Liability & Indemnity
12. Complaints
13. Monitoring Arrangements
14. Links to other policies

1 Aim and Scope

This policy aims to ensure that:

- Pupils, staff and parents understand how our trust and academies will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The LGB/Headteacher will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy at Newhouse Academy is Jacqueline Boys.

2 Legislation and Guidance

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

This policy complies with the trusts funding agreement and articles of association.

3 Roles and Responsibilities

3.1 The Governing Board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

Make sure all staff are aware of this policy and understand their role in its implementation

- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs

- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4 Equal Opportunities

The trust and its academies are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5 Being Notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in **Appendix 1** will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

6 Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Jacqueline Boys: Medical care.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, the Headteacher, School Manager and Medical care will have the responsibility for developing IHPs and will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Template Plans

For pupils with Diabetes a template IHP can be downloaded from Diabetes UK at <https://www.diabetes.org.uk/guide-to-diabetes/your-child-and-diabetes/schools/ihp-a-childs-individual-healthcare-plan>

For pupil with Epilepsy, a template IHP can be downloaded from Epilepsy Action at <https://www.epilepsy.org.uk/training/for-schools>

For pupils with Allergies, a template IHP can be downloaded from the British Society for Allergy and Clinical Immunology (BSACI) <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

A Trust general IHP can be found in **Appendix 2**

7 Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

A medication consent form can be found in **Appendix 3**

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

A template medication log can be found in **Appendix 4**

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Supporting Pupils with Asthma

From October 2014, schools have been able to purchase salbutamol inhalers for emergency use for pupils who have been diagnosed with asthma where both medical authorisation and written/digital parental consent for the use of the emergency inhalers have been provided.

At Newhouse Academy we ask that parents/carers supply inhalers and AAI for emergency use in school.

School Emergency Inhalers are stored in:

Location 1 : There are 2 kits in Student Services with one labelled for school trips.

Location 2: Dining hall

Location 3: P.E Department (x2)

Location 4 : Silver mini bus for school trips.

These are managed by Jacqueline Boys and Ron Sergeant

7.4 Supporting Pupils with Severe Allergies (Anaphylaxis)

From October 2017, schools have been able to purchase Adrenaline Auto Injector (AAI)s for emergency use for pupils at risk of anaphylaxis where both medical authorisation and written/digital parental consent for the use of the spare AAI have been provided.

At Newhouse Academy we ask that parents/carers supply an AAI for emergency use in school.

7.5 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to student services unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Staff should NEVER give pupils any of their own medication.

8 Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

See school Emergency Procedures in **Appendix 5**

9 Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher and School Manager. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Additional Training is available on iHASCO for certain medical conditions. Staff will be granted access to the following courses on request:

- Supporting Children with Allergies
- Supporting Children with Asthma
- Supporting Children with Diabetes
- Supporting Children with Epilepsy

10 Record Keeping

The governing board will ensure that written/digital records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

- Academy to include where and how they log medication administered to pupils.
- Academy to include how they record/log pupils sickness during the school day

IHPs are kept digitally where all staff are aware of. Academy to include where IHPs are kept and available to staff.

11 Liability & Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

"Newhouse Academy is a member of the Department for Education's Risk Protection Arrangement (RPA) under membership number 147875"

The undertaking of medical procedures and provision of prescribed medicines subject to adherence with the statutory guidance on supporting pupils at school with medical conditions, December 2015 or similar amending statutory guidance is defined as a business activity in which a member (the School) may engage.

12 Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher or School manager in the first instance. If the Headteacher/School Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

13 Monitoring Arrangements

This policy will be reviewed and approved by the governing board annually.

14 Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Guidance on the use of Emergency Salbutamol Inhalers in School
- Guidance on the use of Adrenaline Auto-Injectors in School

15 APPENDICES

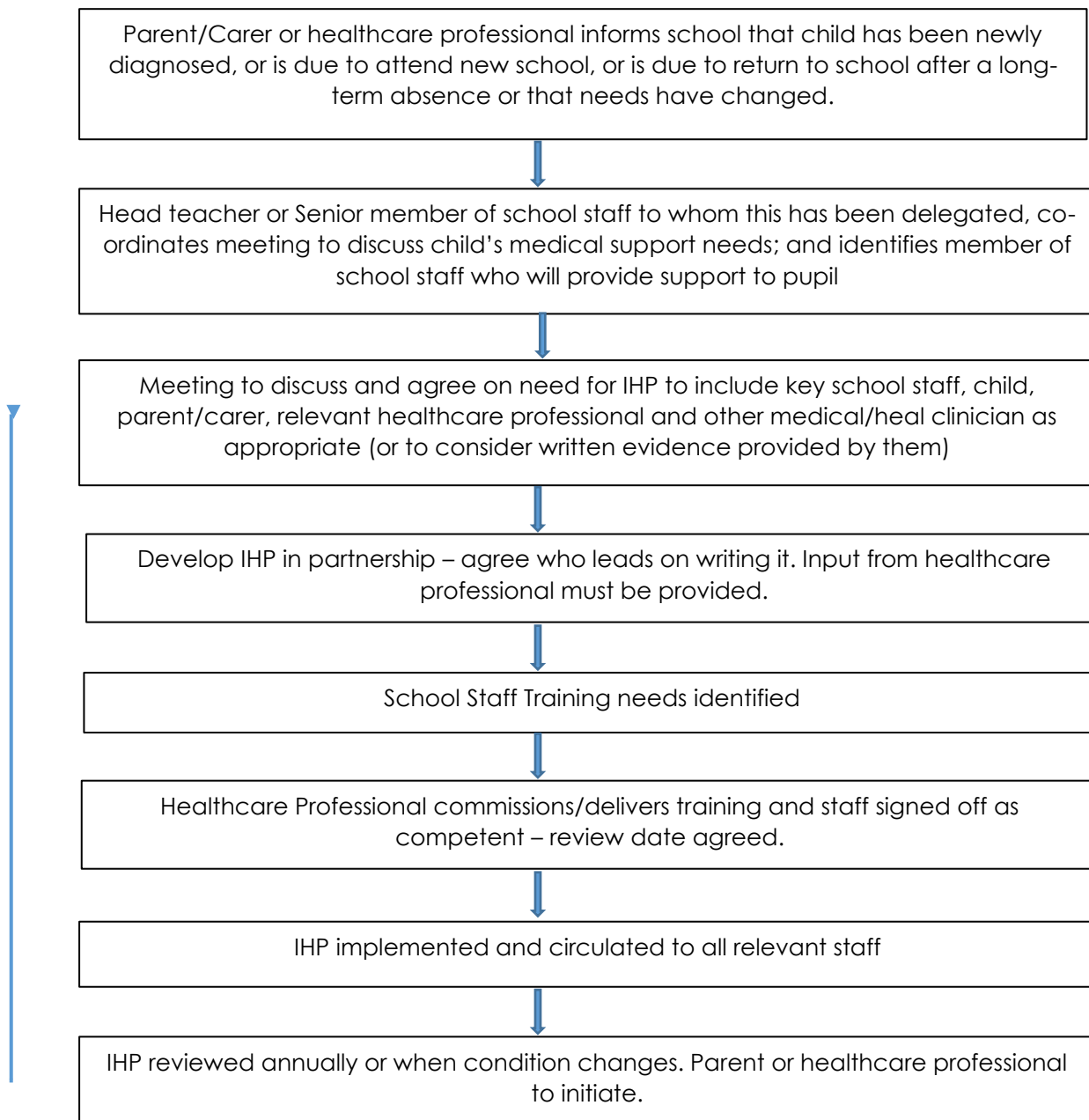
- Appendix 1: Pupil IHP Process
- Appendix 2: Template IHP
- Appendix 3: Medication Consent Form
- Appendix 4: Medication Log
- Appendix 5: Emergency Procedure

15.1 Appendix 1: Pupil IHP Process

DFE Model Process for developing Individual Health Care Plans

Taken from

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf



15.2 Appendix 2: Template IHP

INDIVIDUAL HEALTHCARE PLAN

Name	
Date Of Birth	
Tutor Group	
Parents Name	
Parents Contact	
Healthcare Professional	
Contact	

Condition	
Description of Condition and the symptoms that may affect the pupil	Signs & symptoms: Triggers: Treatments
Information about your child's daily care requirement's: <ul style="list-style-type: none">• Medication• Dietary requirements• Special facilities/support needed in school• Environmental Issues• Other	
What sort of support your child needs with their daily care:	<i>Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions</i>

Who in school will administer this care: Are there any additional training needs/requirements for the member of staff? Who needs to be aware of the pupils condition?	<i>Who will provide support for the pupil</i> <i>What are their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.</i> <i>Who in the school needs to be aware of the pupil's condition and the support required</i>
Does the School need to administer medication?	<i>Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours</i>
Other Information	<i>Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments</i>
What constitutes an Emergency relating to your child's condition: What action should be taken:	<i>The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring</i> <i>What to do in an emergency, including who to contact, and contingency arrangements</i>
Confidentiality	<i>Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition</i>

Member of
Newhouse Academy
Staff:

Date:

Parents Signature:

Date:

15.3 Appendix 3: Medication Consent Form

MEDICATION CONSENT FORM

All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.

A separate form is required for each medicine.

Pupil Name:	
Tutor Group:	
Pupils Date of Birth:	
Parent/Carer Name:	
Parent/Carer Contact:	
Date:	

I confirm that my child has been prescribed:	
Please provide details / instructions or the prescribed medication	
Dose to be given:	
Time to be given:	
Advised storage of medication:	
Other Instructions:	
Duration of medication (from/to)	
Medication Expiry Date:	
If there are any possible side effects from the medication that the school needs to be aware of please list them:	

- I give my permission for the trained staff member to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

A copy of this medication log should be placed on the pupils file once filled/once course of medication has been completed

15.5 Appendix 5: Emergency Procedures in School

● EMERGENCY FIRST AID

- If there is an emergency school staff are required to bring the pupil or staff member to Student Services / Reception if it is safe to do so.
- If first aid is required at the 'scene' the first aiders need to go to the incident immediately.

Two first aiders should attend all emergencies.

- If the incident is on the school field the PE staff member will call Student Services /Main Reception's direct line using the PE mobiles provided for isolated teaching outside the main building.
- The pupil's HOY should also be informed to attend the incident or a member of SLT.

● PROCEDURE FOR CALLING AN AMBULANCE

- If the pupil/member of staff requires an ambulance, this can be done from Student services / Main Reception.
- If the pupil/member of staff is away from Student Services / Main Reception then a mobile phone (preferably a school mobile), should be taken to the incident and the ambulance called from there. This is so that up-to-date information can be given to the operator and the operator's advice can be followed.
- A member of staff must remain with the pupil/staff member at all times.
- When an ambulance is called, a member of staff must go to the school entrance to meet the paramedics and take them directly to the incident in school.
- Pupil's/member of staff's emergency contacts should be contacted as soon as possible and information should be passed to them with a direct telephone number for the school that they can call back on.
- If there is a medical emergency and parents or carers cannot be contacted, the school will act in the best interests of the child which may involve giving permission for medical treatment.
- A member of Newhouse Academy will escort the pupil/staff member in the ambulance to hospital if the emergency contact is unable to get to school.
- The member of staff must stay with the pupil/staff member at hospital until the emergency contact arrives. Transport will be provided by the school to return the member of staff to school.