

Supporting Students with Medical Conditions

Bolder Academy

MacFarlane Lane, Isleworth, Middlesex TW7 5DB
Registered in England and Wales No: 08932893
Supporting Students with Medical Conditions Policy

This policy is called:	Supporting Students with Medical Conditions
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Introduction

Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's Supporting Children at Academy with Medical Conditions (DfE 2015). This policy outlines how Bolder Academy will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in Academy life, remain healthy and achieve their academic potential.

Principles

We have adopted the key drivers of the 'Supporting students at the Academy with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:

- To ensure students with medical conditions are properly supported so that they have full access to education, including Academy trips and physical education.
- To ensure arrangements are in place to support students at the Academy with medical conditions, including the use of risk assessment and health care plans.
- To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Recognition

The Academy recognises students with medical needs in the following ways:

- The Academy Health Questionnaire form requests parents/carers to provide the useful information regarding the student's needs.
- The member of staff who oversees primary liaison will visit primary schools before the admission date in September to liaise with staff, parents/carers and students to highlight areas of need. During the COVID-19 epidemic information will be shared via the systems set up by Hounslow Education Partnership.
- The process of planning for the child's safe admission to Bolder is robust.
- Arrangements to support students are ideally in place before they start, or no later than two weeks after their admission. However, further flexibility may be needed during COVID-19. When a formal diagnosis has not yet been made, or where there is a difference of opinion, the Academy makes

a judgement about what support to provide based on the available evidence.

- Any EHCPs in place will be reviewed to monitor how the Academy supports the students.
- A member of the Leadership Team reports to Governors about how the Academy is compliant and is able to meet students' needs.
- Medical needs are on record on the Academy's Information Management System. Issues of a sensitive nature are 'flagged up' on a need to know basis.
- Regular staff briefings ensure all staff are aware of emergent or developing medical needs and measures put in place to meet them
- All trips beyond routine, request that parents inform the Academy of any specific medical needs that may be relevant for that particular occasion.

Individual Healthcare Plans

Students with medical needs attending Bolder Academy have an individual healthcare plan. The plan outlines what needs to be done, when and by whom. The member of staff with SENDCo responsibilities (or their delegated person) will work with parents/carers and healthcare professional to develop healthcare plans. However, it should be noted that not all children with medical needs require a plan. Decisions to not make a healthcare plan are recorded appropriately on the child's file. Healthcare plans are reviewed annually or sooner if the child's medical needs have changed.

Children with Special Educational Needs & Disabilities (SEND) and Medical Needs

Some children with medical needs also have SEND. If a child with SEND also has a medical need, and he or she has a Statement of SEND or an Education, Health and Care (EHC) Plan, their individual healthcare plan is part of that Statement or EHC Plan. For children who have SEND and a medical need but no Statement or EHC Plan, their healthcare plan includes reference to the Special Educational Need or Disability.

Common Medical Needs and Medication

Common medical needs are:

Asthma - students are required to carry their own e.g. salbutamol.

EpiPens are kept in a secure but available cupboard in the medical room. Staff receive training.

Insulin will be kept in secure fridge, in student-specific boxes in the medical room.

Children with injuries e.g. broken legs - Bolder staff will try to relocate teaching locations to suit, where possible. Early release from lessons to avoid congestion will occur as will allowing extra time.

Where an illness keeps the child off school, work will be sent to them, if this is reasonable.

Public Health England advice about COVID-19 will be followed.

Roles and responsibilities

Staff

Any member of Bolder Academy staff may be asked to provide support to children with medical conditions, including the administering of medicines. Any member of staff must know what to do and respond accordingly when they become aware that a student with a medical condition needs help and suitable training will be given.

Parents/Carers

Parents/Carers are responsible for:

- Providing Bolder with sufficient and up-to-date information about their child's medical needs.
- Participating in the development and review of their child's individual healthcare plan.
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines).
- Ensuring that written records are kept of all medicines administered to children.
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.

Governors

The Governors are responsible for:

- Making arrangements to support children with medical conditions at Bolder, including making sure that this policy is in place and kept up to date.

- Ensuring sufficient staff have received suitable training are competent before they take on responsibility to support children with medical conditions.
- Ensuring that Bolder's procedures are explicit about what practice is not acceptable.
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions.
- Ensuring Bolder's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at Bolder with medical conditions.

The Headteacher

The Headteacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, students and agency partners.
- Ensuring the training needs of all staff are met.
- First Aiders are available and trained.
- Cover arrangements to ensure availability of staff to meet individual children's needs.
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews.

The SENDCo

The SENDCo is responsible for:

- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date, is shared with all the individuals who need to know about it and reviewed at least annually.

Teachers and Support Staff

Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition.
- Risk assessments for Bolder visits and other activities outside of the normal timetable.
- Implementing their actions identified in individual healthcare plans

Links to Achievement and Social and Emotional Well-Being

There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may become anxious or depressed.

Long-term absences due to health problems may affect attainment, impact on a student's ability to sustain friendships and affect their well-being and emotional health.

At Bolder Academy we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.

Procedures for Managing Medicines

Bolder Academy has taken advice from the local nursing team and a decision made that as a rule of thumb staff will not administer medicines except in emergency situations and / or it would be detrimental to a child's health. The nursing team at Hounslow are clear that students at secondary school should be able to self administer.

The Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (the only exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container)

All medicines are stored safely. Students know where their medicines are at all times and are able to access them immediately.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away and are accessible on trips.

When no longer required, medicines are returned to the parent/carer to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

When returning from residential trips parents/carers will be required to collect medicines from Academy staff. They will not be given directly to the students.

Where a child has an individual healthcare plan, this defines what constitutes an emergency is and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Other students in the Academy know that they should inform a teacher immediately if they think help is needed. If a student needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

Extra-Curricular Activities

At Bolder staff are fully committed to actively supporting students with medical needs to participate in the full life of the Academy including trips and visits.

Healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all students to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician states that this is not possible).

Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This includes consultation with the student, the parents/carer and any relevant external agency involved in the care of the child.

Unacceptable Practice

In order to keep all students safe and well we are very clear that the whole team know what is and is not acceptable practice.

It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion.
- Send students with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plans.
- If the student becomes ill, send them to the office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition.
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition.

- Require parents/carers, or make them feel obliged, to attend Bolder to administer medication or provide medical support to their child, including with toileting issues.
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of the Academy.

Support for children with Allergies and Medical Conditions

On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately.

A member of staff will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training.

Where appropriate they will then develop an allergy student profile (see Appendix 4) which includes a picture of the student, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and caterers and, held in the student file.

Parents/carers must provide EpiPens where applicable, one of these should be kept in the students' bag and the other held centrally. A member of staff will check EpiPens routinely to ensure they are 'in date' and in a bag. EpiPens must be taken on trips and visits and held by an adult who is trained to administer it.

Teachers and support staff will be trained on how to use an EpiPen. A list of the staff trained and their training.

Training

Training to support the Bolder Academy in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of practitioners. Bolder undertakes whole staff awareness training, induction training for new members of staff and training for individually identified members of staff.

We work in partnership with other healthcare professionals to determine what training is required to meet the medical needs of the cohort. We regularly review our training programme in response to changes in staffing, changes in student population and reviews of healthcare plans.

Appendix 1: School Medication Consent Form

Student's Name:

D.O.B:

Name and Strength of Medication:

Expiry Date:

How much to give (i.e. dose to be given):

Route to be given e.g. by mouth:

When to be given:

Any other instructions:

Quantity given to the Academy e.g. number of tablets:

N.B. MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVEN.

Telephone No. of Parent/Carer:

Name of G.P:

G.P.'s Contact Number:

The above information is, to the best of my knowledge, accurate at the time or writing and I give consent to staff administering the medication in accordance with Academy policy.

I will inform Bolder Academy immediately, in writing, if there is change in dosage or frequency of the medication or if the medication is stopped.

Parent's/Carer's Signature:

Date:

Appendix 2: Self-Manage Medications Consent Form

Student's Name:

D.O.B:

Name and Strength of Medication:

Expiry Date:

How much to give (i.e. dose to be given):

Route to be given e.g. by mouth:

When to be given:

Any other instructions:

Quantity given to the Academy e.g. number of tablets:

N.B. MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVEN.

Telephone No. of Parent/Carer:

Name of G.P.:

G.P.'s Contact Number:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to my child to administer his/her own medication.

Parents/Carers Signature:

Date:

Appendix 3: Drug Log

Student's Name:

D.O.B:

Name and Strength of Medication:

Expiry Date:

How much to give (i.e. dose to be given):

Route to be given e.g. by mouth:

When to be given:

Any other instructions:

Quantity given to the Academy e.g. number of tablets:

N.B. MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVEN.

Telephone No. of Parent/Carer:

Name of G.P.:

G.P.'s Contact Number:

Date	Time Given	Dose Given	Any reported side effects	Staff Signature	Staff Counter Signature	Student Signature

Appendix 4: Student Allergy Profile

Student's Name:

D.O.B:

Allergic to:

Allergic reaction symptoms:

Location of Epi-Pens for this student:

Staff trained in use of EpiPen:

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