



Supporting Students with Medical Conditions

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Bolder Academy Trust has a legal duty to make arrangements for supporting students at the Academy with medical conditions. The Governors of Bolder Academy has delegated this responsibility to the Academy Leadership Team.

The Academy has adopted this policy to set out the arrangements it has put in place for its students with medical conditions.

Overriding Principles

Children and young people with medical conditions are entitled to a full education. The Academy is committed to ensuring that students with medical conditions are properly supported in Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. We want all students, as far as possible, to access and enjoy the same opportunities at Academy as any other child.

1 Definition of “medical condition”

1.1 For the purposes of this policy, a medical condition is any physical or mental illness or disability which a student has. It can be:

- Physical or mental
- A single episode or be recurrent
- Short-term or long-term
- Relatively straightforward (e.g. The student can manage the condition themselves without support or monitoring) or be complex and require on-going support, medicines or care whilst at academy to help the student manage their condition and keep them well
- Involve medication or medical equipment
- Affect participation in academy activities or limit their access to education

1.2 Medical conditions may change over time, in ways that cannot always be predicted.

2 Policy implementation

2.1 The person with overall responsibility for the successful administering and implementation of this policy is the Academy's Head of Inclusion Ms Frances Gibney.

2.2 The Academy's Head of Inclusion has overall responsibility for ensuring:

- That sufficient staff are suitably trained to meet the known medical conditions of students at the Academy

- All relevant staff are made aware of the student's medical condition and supply teachers are properly briefed
- Cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site
- Risk assessments for Academy visits, holidays and other Academy activities outside of the normal timetable are completed
- Individual healthcare plans are prepared where appropriate and monitored

3 Notification that a student has a medical condition

- 3.1 Ordinarily, the student's parent/carer will notify the Academy that their child has a medical condition. Parents/carers should ideally provide this information in writing addressed to the Head of Inclusion. However, they may sometimes pass this information on to a class teacher or another member of staff. Any staff member receiving notification that a student has a medical condition should notify the Head of Inclusion as soon as practicable.
- 3.2 A student themselves may disclose that they have a medical condition. The staff member to whom the disclosure is made should notify the Head of Inclusion as soon as practicable.
- 3.3 Notification may also be received direct from the student's healthcare provider or from a previous education provider. The Academy may also instigate the procedure themselves where the student is returning to the Academy after a long-term absence.

4 Procedure following notification that a student has a medical condition

- 4.1 There may be exceptional circumstances where the student does not wish their parent/carer to know about their medical condition in these circumstances every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.
- 4.2 Unless the medical condition is short-term and relatively straightforward (e.g. the student can manage the condition themselves without any support or monitoring), a meeting will normally be held to:
- Discuss the student's medical support needs
 - Identify a member of academy staff who will provide support to the student where appropriate
 - To determine whether an Individual Healthcare Plan (IHP) is needed and, if so, what information it should contain

- 4.3 Where possible, the student will be encouraged to attend the meeting and speak on his/her own behalf, taking into account the student's age and understanding. Where this is not appropriate, the student will be given the opportunity to feed in his/her views by other means such as setting their views out in writing.
- 4.4 The healthcare professional(s) with responsibility for the student may be invited to the meeting or be asked to prepare written evidence about the student's medical condition for consideration. Where possible, their advice will be sought on the need for, and the contents of, an IHP.
- 4.5 In cases where a student's medical condition is unclear, or where there is a difference of opinion, the Head of Inclusion will exercise her professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.
- 4.6 For children joining the Academy at the start of the academic year, support arrangements will be made in time for the start of the first term wherever possible. In other cases, such as a new diagnosis or a child moving to the Academy mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.
- 4.7 In line with our safeguarding duties, the Academy will ensure that student's health is not put at unnecessary risk from, for example infectious diseases. The Academy will not accept a student into the Academy at times where it will be detrimental to the health of that child or others.

5 Individual Healthcare Plans (IHP) – see Annex A

- 5.1 Where it is decided that an IHP should be developed for the student, this will be done in partnership between the Academy, the student's parents/carers, the student and the relevant healthcare professionals who can advise on the particular needs of the student. This may include the Academy nursing service. The local authority will also be asked to contribute where the student accesses home-to-Academy transport to ensure that the authority's own transport healthcare plans are consistent with the IHP.
- 5.2 The aim of the IHP is to capture the steps which the Academy needs to take to help the student manage their condition and overcome any potential barriers to getting the most from their education. It will be developed with the student's best interests in mind. In preparing the IHP, the Academy will need to assess and manage the risk to the student's education, health and social well-being and minimise disruption.
- 5.3 IHP's may include:

- Details of the medical condition, triggers, signs, symptoms and treatments
- The student'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 or travel time between lessons
- Specific support for the student'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 or counselling sessions
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies; if a student 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 student's medical condition from a healthcare professional and cover arrangements for when they are unavailable
- Who in the academy needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the student during academy hours
- Separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the student can participate, e.g. Risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including whom to contact, and contingency arrangements
- Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform their IHP

5.4 The IHP will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a student (regardless of whether they have an IHP) needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance.

- 5.5 Except in exceptional circumstances, or where the healthcare provider deems that they are better placed to do so, the Academy will take the lead in writing the plan and ensuring that it is finalised and implemented.
- 5.6 Where a student is returning to the Academy following a period of hospital education or alternative provision (including home tuition), the Academy will work with the local authority and education provider to ensure that the IHP identifies the support the student will need to reintegrate effectively.
- 5.7 Where the student has a special education need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

6 Reviewing Individual Healthcare Plans (IHP)

- 6.1 Every IHP shall be reviewed at least annually. The Head of Inclusion (or someone designated by them) shall, as soon as practicable, contact the student's parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the Academy receives notification that the student's need have changed, a review of the IHP will be undertaken as soon as practicable.
- 6.2 Where practicable, staff who provide support to the student with the medical condition shall be included in any meetings where the student's condition is discussed.

7 Staff training

- 7.1 The Head of Inclusion is responsible for:
- Ensuring that all staff (including new staff) are aware of this policy for supporting students with medical conditions and understand their role in its implementation
 - Working with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required
 - Ensuring that there are sufficient numbers of trained staff are available to implement the policy and deliver against all IHP, including in contingency and emergency situations
- 7.2 In addition, all members of Academy staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- 7.3 The Academy has in place appropriate levels of insurance regarding staff providing support to students with medical conditions, including the

administration of medication. Copies of the Academy's insurance policies can be made accessible to staff as required.

8 Administering medication

- 8.1 Medicines will only be administered at the Academy when it would be detrimental to a student's health or Academy attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of Academy hours.
- 8.2 If a student requires prescribed medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, it is vital that the parent/carer advises the Academy accordingly, so that the process for storing and administering medication can be properly discussed.
- 8.3 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 exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than its original container.
- 8.4 The prescribed medication must be accompanied by a complete written instruction form signed by the student's parent/carer. The Academy will not make changes to dosages on parental instructions.
- 8.5 The student and staff supporting the student with their medical condition should know where their medicines are at all times and be able to access them when needed. The most appropriate method for storing medicines and medical devices will be discussed with the student's parent/carer but the Academy will ultimately decide the approach to be taken.
- 8.6 Wherever possible, students will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Where it is appropriate to do so, students will be encouraged to administer their own medication, under staff supervision if necessary. Staff administering medication should do so in accordance with the prescriber's instructions. Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance before administering medication.
- 8.7 The Academy will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.

- 8.8 If a student refuses to take their medication, staff will not force them to do so, and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the Academy's emergency procedures will be followed.
- 8.9 It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 8.10 It is the responsibility of parents/carers to notify the Academy in writing if the student's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

9 Unacceptable practice

Although the Head of Inclusion and other Academy staff should use their discretion and judge each case on its merits with reference to the student's IHP, it will not generally be acceptable practice to:

- Prevent students from easily accessing their inhalers and medication or administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers or ignore medical evidence or opinion (although this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their IHP
- If the student becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition e.g. Hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend the academy to administer medication or provide medical support to their child, including with toileting issues; no parent/carer should have to give up working because the academy is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of academy life, including

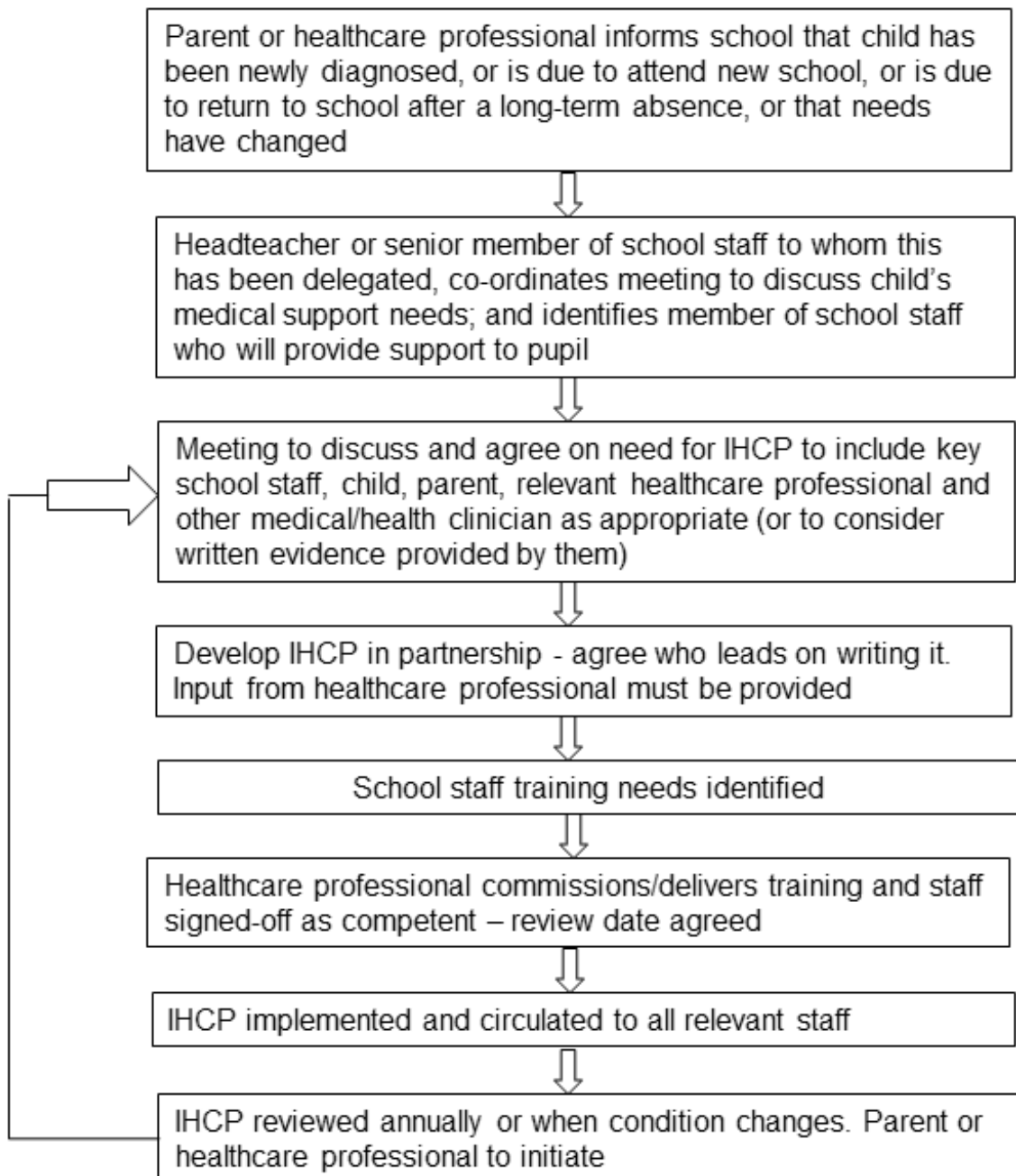
academy trips, e.g. By requiring parents/carers to accompany the child

10 Complaints

Complaints regarding this policy or the support provided to students with medical conditions should be raised under the Academy's usual complaints procedure.

Annex 1 - Process for developing individual healthcare plans

(Supporting students at Academy with medical conditions)



Annex 2 - DfE templates

(Supporting students at Academy with medical conditions)



Templates

Supporting students with medical conditions

May 2014

Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting students with medical conditions, we have prepared the following templates. They are provided as an aid to Academy's and their use is entirely voluntary. Academy's are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

Template A: Individual Healthcare Plan

Name of Academy/setting				
Child's name				
Group/class/form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				

(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	

Who is responsible for providing support in Academy	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for Academy visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: Parental agreement for setting to administer medicine

The Academy will not give your child medicine unless you complete and sign this form, and the Academy or setting has a policy that the staff can administer medicine.

Date for review to be initiated by				
Name of Academy/setting				
Name of child				
Date of birth				
Group/class/form				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Expiry date				
Dosage and method				
Timing				
Special precautions/other instructions				

Are there any side effects that the Academy/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy/setting staff administering medicine in accordance with the Academy/setting policy. I will inform the Academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Template C: Record of medicine administered to an individual child

Name of Academy							
Name of child							
Date medicine provided by parent							
Group/class/form							
Quantity received							
Name and strength of medicine							
Expiry date							
Quantity returned							
Dose and frequency of medicine							

Staff signature _____

Signature of parent _____

Date									
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Time given			
Dose given			
Name of member of staff			
Staff initials			
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record Of Medicine Administered To An Individual Child (Continued)

Date									
Time given									
Dose given									
Name of member of staff									
Staff initials									
Date									
Time given									
Dose given									
Name of member of staff									
Staff initials									
Date									
Time given									
Dose given									
Name of member of staff									
Staff initials									

Date								
Time given								
Dose given								
Name of member of staff								
Staff initials								

Template D: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows [insert academy/setting address]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the academy setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Template E: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the Academy's policy for supporting students at Academy with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the Academy, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in Academy life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

