



The
Ongar
Academy

Supporting Students with Medical Needs

Enquiries & comments

Any enquiries and comments about this publication may be made to:

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INTRODUCTION

- 1.1. The Ongar Academy wishes to ensure that students with medical conditions, in terms of both physical and mental health, receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance published in December 2015 – "Supporting students at school with medical conditions".
- 1.2. Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.
- 1.3. Most students will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other students have medical condition which, if not properly managed, could limit their access to education. Such students are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.
- 1.4. This policy defines the ways in which The Ongar Academy supports the needs of students with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

SCOPE/AIMS

At The Ongar Academy, we aim to:

- 2.1. To ensure that children with medical needs receive proper care and support in school and experience as little disruption to our student's education as possible.
- 2.2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting students with medical needs.
- 2.3. To develop staff knowledge and training in all areas necessary for our students.
- 2.4. To ensure safe storage and administration of agreed medication.
- 2.5. To provide a fully inclusive school.

ROLES & RESPONSIBILITIES

LOCAL GOVERNING BODY

- 3.1. The Local Governing Body has overall responsibility for the implementation of the Supporting Students with Medical Conditions Policy and procedures of The Ongar 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.
- 3.2. The Local Governing Body must also handle complaints regarding this policy as outlined in the school's Complaints Policy.

- 3.3. The Local Governing Body must ensure that all students with medical conditions are able to participate fully in all aspects of school life and relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 3.4. They must ensure that the level of insurance in place reflects the level of risk.

HEADTEACHER/HEAD OF SCHOOL

- 3.5. The Headteacher/Head of School will be responsible for the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Ongar Academy
- 3.6. The headteacher/Head of School must ensure that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy and staff who need to be made aware of a student's medical condition. They must also make all staff aware of the policy.
- 3.7. They must ensure the policy is developed effectively with partner agencies and liaise with healthcare professionals regarding the training required for staff.
- 3.8. The Headteacher/Head of School must ensure that the appropriate staff in school are developing Individual Healthcare Plans (IHCPs) and that there are a sufficient number of trained members of staff available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

PASTORAL LEADER

- 3.9. The Pastoral lead must ensure they keep written records of any and all medicines administered see Appendix 5 and Appendix 6.
- 3.10. The Pastoral Lead oversees the administration of medication by the student.
- 3.11. The Pastoral Lead must ensure that individual student's protocols are in place for staff or students administering injections.

STAFF MEMBERS

- 3.12. Every staff member must take appropriate steps to support children with medical conditions and where necessary, make reasonable adjustments to include students with medical conditions into lessons.
- 3.13. Everyone must familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

SCHOOL NURSE

- 3.14. The school nurse must notify the school when a child has been identified with requiring support in school due to a medical condition and liaise with lead clinicians on appropriate support.

PARENTS & CARERS

- 3.15. Parents and carers must keep the school informed about any changes to their child/children's health and discuss any medications with the school, their child/children prior to requesting that a staff member administers the medication.
- 3.16. Parents and carers must support the school by completing a parental agreement for school to administer medicine (Appendix 4) form before bringing medication into school and where necessary, developing an Individual Healthcare Plan (IHCP, see Appendix 1) for their child in collaboration with the school and other healthcare professionals.
- 3.17. They must also provide the school with the medication their child requires keep it up to date and collect any leftover or out of date medication as requested by the school.

THE STUDENT/CHILD

- 3.18. Children who are competent will be encouraged to take responsibility for managing their own prescribed medicines and procedures. Medicines will be located in an easily accessible location.
- 3.19. Where appropriate, students will be encouraged to take their own prescribed medication under the supervision of a staff member
- 3.20. If students refuse to take prescription medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

DEFINITIONS

- 4.1. Any non-prescribed medication is not allowed on the school premises.
- 4.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 4.3. A "staff member" is defined as any member of staff employed at The Ongar Academy, including teachers.

TRAINING OF STAFF

- 5.1. All staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction and will receive ongoing support as part of their development.
- 5.2. Staff who undertake responsibilities under this policy will receive the following training externally and the school will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
 - 5.2.1. 3 day First Aid training
 - 5.2.2. Epipen training
 - 5.2.3. Epilepsy training
 - 5.2.4. Defibrillator training
- 5.3. No staff member may administer prescription medicines, administer drugs by injection or undertake any healthcare procedures without undergoing training specific to the responsibility.

INDIVIDUAL HEALTHCARE PLANS (IHCP)

- 6.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, school, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 6.2. IHCPs should be easily accessible whilst preserving confidentiality and reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 6.3. 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.
- 6.4. Where a child is returning from a period of hospital education or alternative provision or home tuition, the school will work with all relevant parties to ensure that the IHCP identifies the support the child needs to reintegrate.

MEDICINES

- 7.1. 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.
- 7.2. Parents of students who notify the school they have asthma, should be invited to complete a specialised School Asthma Card Careplan (Appendix 3) for their child as well as the Request for School to Administer Medication Form. A spare inhaler should be provided by the parent and kept in the medical room, in the event of an emergency. All staff are to be made aware of the positioning of inhalers.
- 7.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 7.4. 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
- 7.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 7.6. Medicines MUST be in date, 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.
- 7.7. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 7.8. 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 which will be dealt with under our Drug and Alcohol Policy.
- 7.9. Medications will be stored in the medical-reprographics office and a written record will be kept of any medication administered.
- 7.10. Any medications left over at the end of the course will be returned to the child's parents.
- 7.11. Students will never be prevented from accessing their medication.

- 7.12. The Ongar Academy cannot be held responsible for side effects that occur when medication is taken correctly.

EMERGENCIES

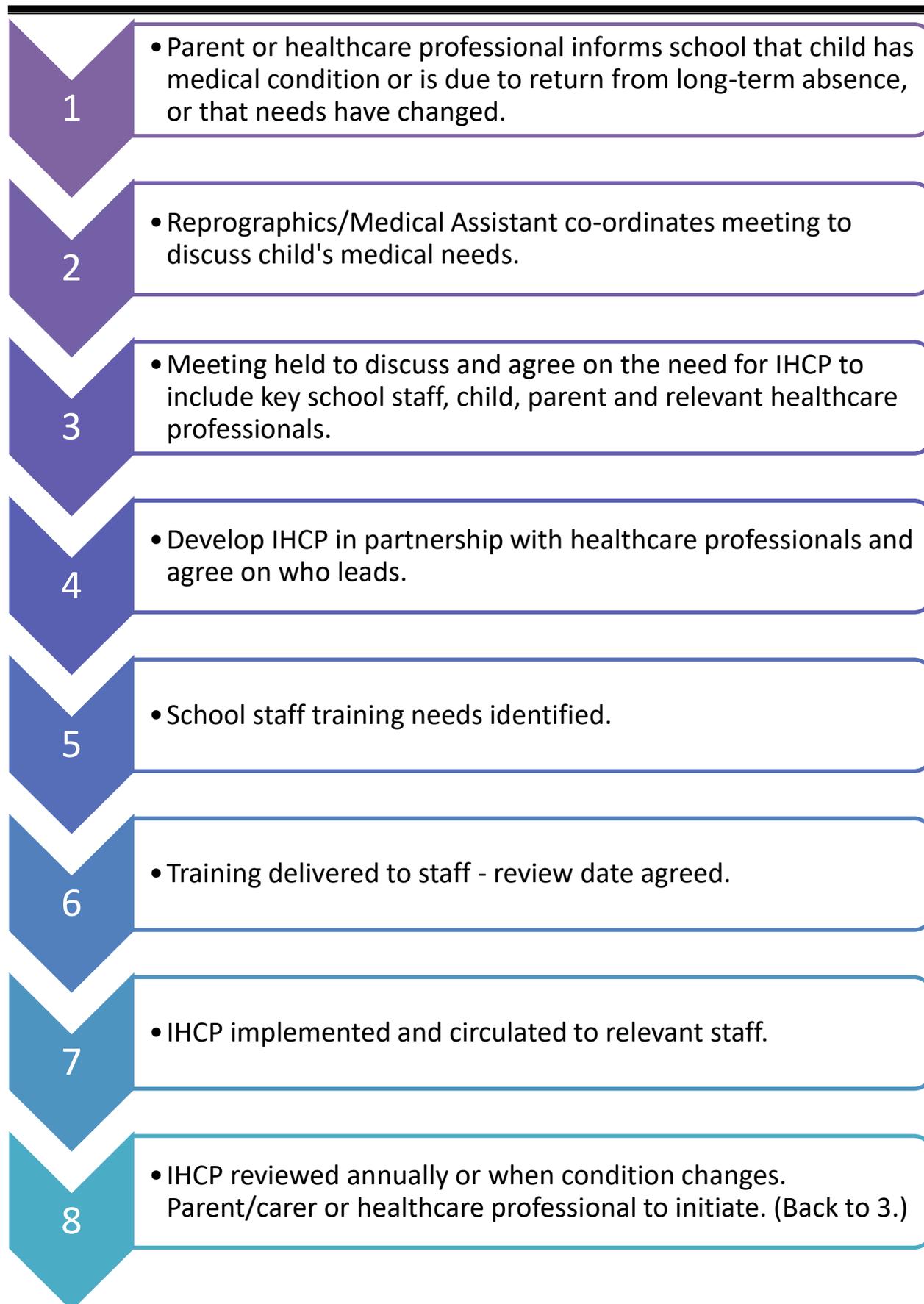
- 8.1. Where an Individual Healthcare Plan (IHCP) is in place, it should detail, what constitutes an emergency and what to do in an emergency.
- 8.2. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

AVOIDING UNACCEPTABLE PRACTICE

- 9.1. The Ongar Academy understands that the following behaviour is unacceptable:
- 9.1.1. Assuming that students with the same condition require the same treatment.
 - 9.1.2. Ignoring the views of the student and/or their parents.
 - 9.1.3. Ignoring medical evidence or opinion.
 - 9.1.4. Sending students home frequently or preventing them from taking part in activities at school.
 - 9.1.5. Sending the student to the medical room or school office alone if they become ill.
 - 9.1.6. Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - 9.1.7. Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - 9.1.8. Creating barriers to children participating in school life, including school trips.
 - 9.1.9. Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

APPENDIX 1 - INDIVIDUAL HEALTHCARE PLAN IMPLEMENTATION PROCEDURE



APPENDIX 2 - INDIVIDUAL HEALTHCARE PLAN TEMPLATE

The Ongar Academy Individual Health Care Plan

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 school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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

Daily care requirements

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

Arrangements for school 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

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

Pollen Stress

Exercise Weather

Cold/flu Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?
 Call our friendly helpline nurses
0300 222 5800
 (9am - 5pm; Mon - Fri)
www.asthma.org.uk

APPENDIX 4 - PARENTAL AGREEMENT FOR A SCHOOL TO ADMINISTER MEDICINE TEMPLATE

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

The Ongar Academy medicine administering form

Date for review to be initiated by

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/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

Reprographics/Medical Assistant

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/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 _____

APPENDIX 5 - RECORD OF MEDICINE ADMINISTERED TO A CHILD WITH AN IHCP TEMPLATE

The Ongar Academy record of medicine administered to a child with an IHCP

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			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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

APPENDIX 7 - 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.

- Your telephone number – 01245 50.... **Add your direct line phone number/mobile**
- Your name.
- Your location as follows: **The Ongar Academy, Brian Close, Chelmsford.**
- The satnav postcode (if different from the postal code.) **CM2 9ES**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Your Name _____

Students Name _____

Date and Time _____

Location _____

Brief Description of Symptoms

APPENDIX 8 - MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent,

RE: 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 school's policy for supporting students at school 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 each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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 their ability to participate fully in school 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 include add details of team. 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 add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher/Head of School