



SOUTH WESTMORLAND
MULTI ACADEMY TRUST

Supporting Students with Medical Conditions

Committee: Local Governing Body
Date of adoption: 22nd October 2020
Date of next review: Autumn 2021

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Review
1	Original – deferred by the LAC Board	2/10/2020
2	Revised and approved by MAT Board	22/10/2020

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1. Aims

Boarding – unless specifically stated this policy applies to the boarding context as well as the day school.

This policy aims to ensure that:

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

Dallam School and the MAT Board will implement this policy by:

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

**The named persons with responsibility for implementing this policy is L Leadbitter (Boarding/School)
Pastoral Support team (School only)**

2. Legislation and statutory responsibilities

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 students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting Students at school with medical conditions.

3. Roles and responsibilities

3.1 The South Westmorland MAT

The MAT board has ultimate responsibility to make arrangements to support students with medical conditions. The MAT 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
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support Students in this way
- Contact the Cumbria Public Health Team in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the Public Health Team
- 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 Students 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 students 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 students 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 students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student 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

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students 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 Public Health and other healthcare professionals

Specialist Services will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with The Public Health Team and notify them of any students identified as having a medical condition if deemed applicable.

4. Equal opportunities

Our school is clear about the need to actively support students 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 students 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 students with medical conditions are included. In doing so, students, 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 student has a medical condition, the process outlined below will be followed to decide whether the student 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 students who are new to our school. The Pastoral Coordinators will ensure that students' Individual Health Care Plans are updated and shared with relevant staff

Formal systems and procedure will be backed up by:

Form Med 1	<i>Parental agreement for setting to administer medicine</i>	(see appendix A)
Form Med 2	<i>Individual Health Care Plan</i>	(see appendix A)
Form Med 3	<i>Record of medicine administered to an individual student</i>	(see appendix A)
Form Med 4	<i>Record of medicine administered to all students</i>	(see appendix A)
Form Med 5	<i>Asthma Care plan</i>	(see appendix A)

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to L Leadbitter and the Pastoral Support Team.

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

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

- What needs to be done
- When
- By whom

Not all students 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 consensus cannot be reached, the headteacher is best placed to make the final decision.

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

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or 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 and the headteacher/ L. Leadbitter and the Pastoral Support Team with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its 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, 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, counselling sessions
- The level of support needed, 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 school needs to be aware of the student'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 student 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 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 who to contact, and contingency arrangements

7. Managing medicines

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

- When it would be detrimental to the student's health or school attendance not to do so **and**

- Where we have parents' written consent

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

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

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents should 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. Students 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 meters and adrenaline pens will always be readily available to students and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required. Sharps boxes should always be used for the disposal of needles and other sharps.

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 Student who has been prescribed a controlled drug may have it in their possession if they are competent to do so and must do so to ensure that they are kept safe, but they must not pass it to another student 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.

7.2 Students managing their own needs

Students 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.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student 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 Unacceptable practice

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

- Prevent students from easily accessing their inhalers and medication, and 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
- 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 student becomes ill, send them to the school 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets. Students should be given somewhere discrete especially for conditions like diabetes

8. Emergency procedures

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

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance. Staff should monitor the student and note the timing and details of any changes to their condition.

9. Training

Staff who are responsible for supporting students 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 Students 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 headteacher/ L Leadbitter and the Pastoral Support Team. 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 students
- 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.

10. Record keeping

Dallam School will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school.

IHPs are kept in a central folder electronically and uploaded to the student's file on SIMS/ CPOMS. Medical and health information should be treated confidentially and information only shared with those whom the Parents/ Carers or student have given their consent for.

11. Liability and indemnity

The South Westmorland MAT 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:

Zurich Municipal

Policy no KSC-242045-8973

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher/L Leadbitter and the Pastoral Support Team in the first instance. If the headteacher/ L Leadbitter and the Pastoral Support Team 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 MAT Board every year.

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

Appendix A – MED 1

Parental Consent to Administer Medicine

This school will not give your child medicines or medical treatments unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and procedures and you complete and sign this form. **Please PRINT information clearly and use BLACK INK where possible.**

Name of Child:				Emergency Contact Name:		
Class/Form:		Staff member spoken to:		Relationship to student:		Contact Number:
Medical diagnosis, condition or illness						
MEDICINE(S)						
Name/type of medicine(s) (as described on container)	Expiry date	Dosage and method of administration	Name of Doctor prescribing medicine and practice	Special precautions or other instructions e.g. with food etc.	Side effects that we need to know about	

PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.

Can the child self-administer?	YES / NO	If YES is supervision required?	YES / NO (if YES, please detail e.g. visual only, guiding hand, measure check only etc.)		
Does any medicine need to be carried by the child on their person, what and where will they keep it?		YES / NO (if YES, please give details):			
Procedures to follow in an emergency:					
Parental Declarations – as relevant to your child:-					
In the case of non prescription medication I can confirm that this has been administered to my child without adverse effect in the past.			YES NO N/A		
I understand that medicine containing aspirin should not be given to under 16's unless prescribed by a doctor.			YES NO N/A		
I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day. I consent to my child receiving, in an asthma emergency, salbutamol which has not been prescribed to them.			YES NO N/A	YES NO N/A	
I understand that my child must have the number of working and in-date Epi pen that their medical practitioner has recommended, clearly labelled with their name, which they will bring with them every day. I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them. The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school staff administering medicine in accordance with the Policy. 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 will ensure the medication held in school is in date.			YES NO N/A	YES NO N/A	YES NO N/A
Signed:			Print Name:		
			Date:		

Advice and protocols:

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

Add advice for any other allergies if applicable

Other information:

Exam Access Arrangements:

None

Health Lead:

Who to contact in an Emergency:

Student Services/ Medical Officer/ HOY/ parent

Date:

Signature(s): *Lesley Leadbitter*

Relationship to Student: Medical Officer

For School use:

Form copied to:

ADMINISTRATION OF MEDICATION IN SCHOOL

DETAILS OF STUDENT		
Name of Student:	Form:	Date of Birth:

This form should be used to:

- Record medication administered by school staff
- Record medication administered by parents/other carers in school (continuous long-term medication only)
- Record medication that has not been administered. The reason for non-administration should be entered in the 'any reaction' box and the parent or carer should be informed.

Date	Time	Dispensing Member of Staff	Name of Medication	Dose	Student's Signature	Any Reaction

Updated Sept 2020

**REQUEST FOR STUDENT TO CARRY AND/OR ADMINISTER THEIR OWN
MEDICATION**

DETAILS OF STUDENT	
Name:	Form:
Date of Birth:	Gender:
Condition of illness:	

MEDICATION

Name of Medication to be carried and/or administered:

Details of what constitutes an emergency (ie, where school staff/medical intervention will be required?)
--

In the event of the above, procedures to be taken in an emergency:

CONTACT DETAILS:	
Full Name:	Daytime Tel. No.
Relationship to Student:	
I request that «Name» carries their medication with them to use as prescribed or when necessary. I agree to inform the school in writing if I wish to withdraw this request and I will complete a new form if the information changes	

Date: Signature(s):

Relationship to Student:

Updated Sept 2020

INDIVIDUAL HEALTHCARE PLAN FOR A STUDENT WITH ASTHMA

DETAILS OF STUDENT Name: _____ REG: _____ Date of Birth: _____ Gender: _____ Town/ Village live: _____ Date: Review Date:	PHOTO
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CONTACT DETAILS:	
Family contact 1:	Family contact 2:
Name: _____	Name: _____
Phone No. (work): _____	Phone No. (work): _____
Phone No. (mobile): _____	Phone No. (mobile): _____
Relationship: _____	Relationship: _____

Health Profession contact:	GP:
Name: _____	Name: _____
Phone No: _____	Phone No: _____



Health Overview

(Name) suffers from asthma. This is a lung/ respiratory condition that causes airways to become inflamed and narrowed and causes difficulty in breathing. *(Name)* uses preventers and relievers to treat his condition.

Add details of other allergies if applicable

Triggers

Signs of having an attack

<p>Advice and protocols</p> <ul style="list-style-type: none"> • Ensure <i>(Name)</i> has an inhaler in <i>his/her</i> bag at all times • Spare inhaler/emergency pack is maintained in pupil reception • Permission given by parents to use the school's central spacer and reliever in an emergency <p>Following medication is:</p> <ul style="list-style-type: none"> • Use Blue inhaler(reliever) as required Add details <i>eg Ventolin/Salbutamol – 2 puffs when needed – more if serious.</i> • Brown inhaler (preventer) used at home - Add details <i>eg. Clenil/Seretide - 2 puffs before school</i> • Parent's permission given to use the school's central spacer and reliever in an emergency YES/ NO <p><i>Add advice for any other allergies if applicable</i></p>
<p>Other information:</p>
<p>Exam Access Arrangements: None</p>
<p>Health Lead:</p> <p>Who to contact in an Emergency: Student Services/ Medical Officer/ HOY</p>

Date:

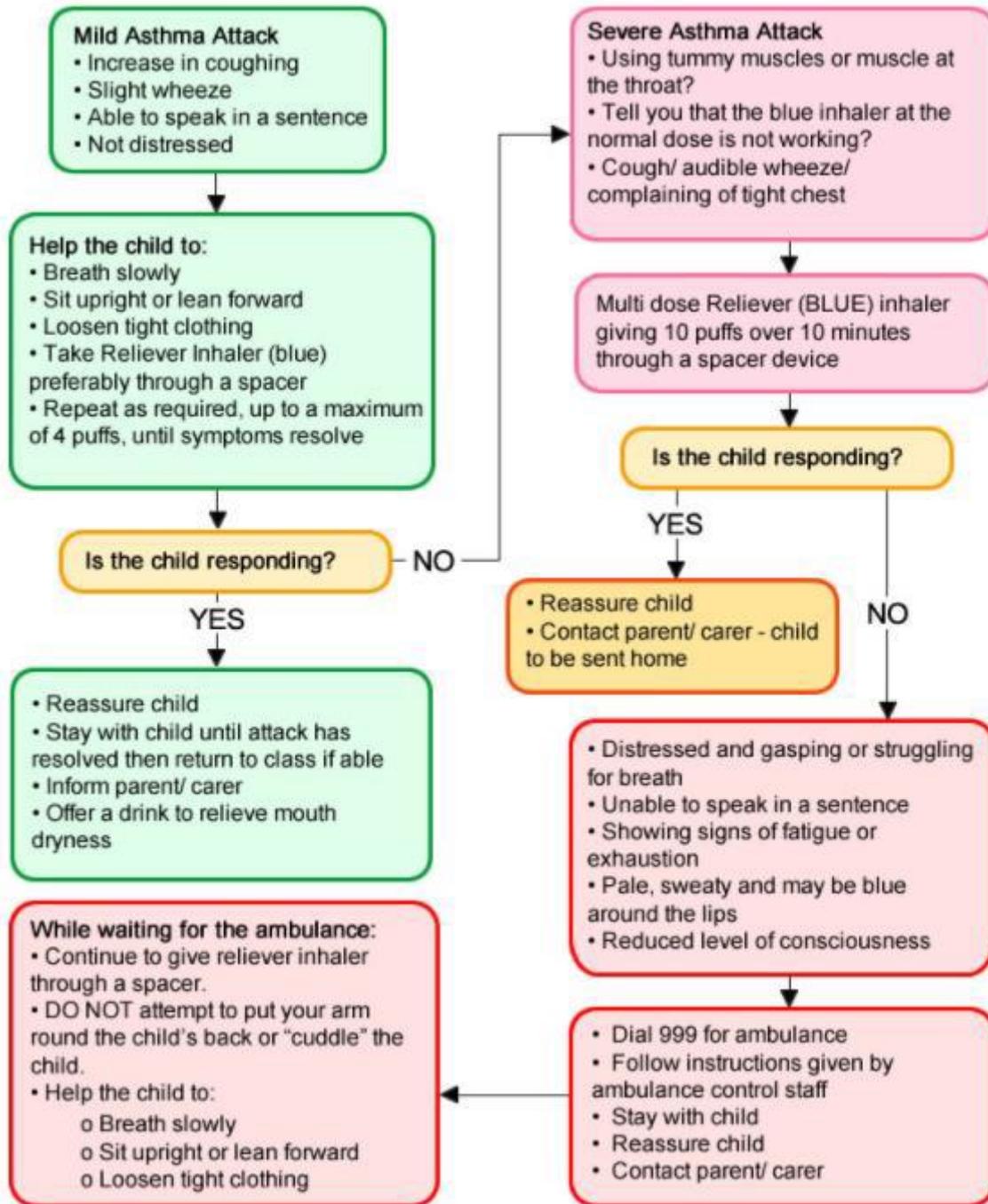
Signature(s): *Lesley Leadbitter*

Relationship to Student: **Medical Officer**

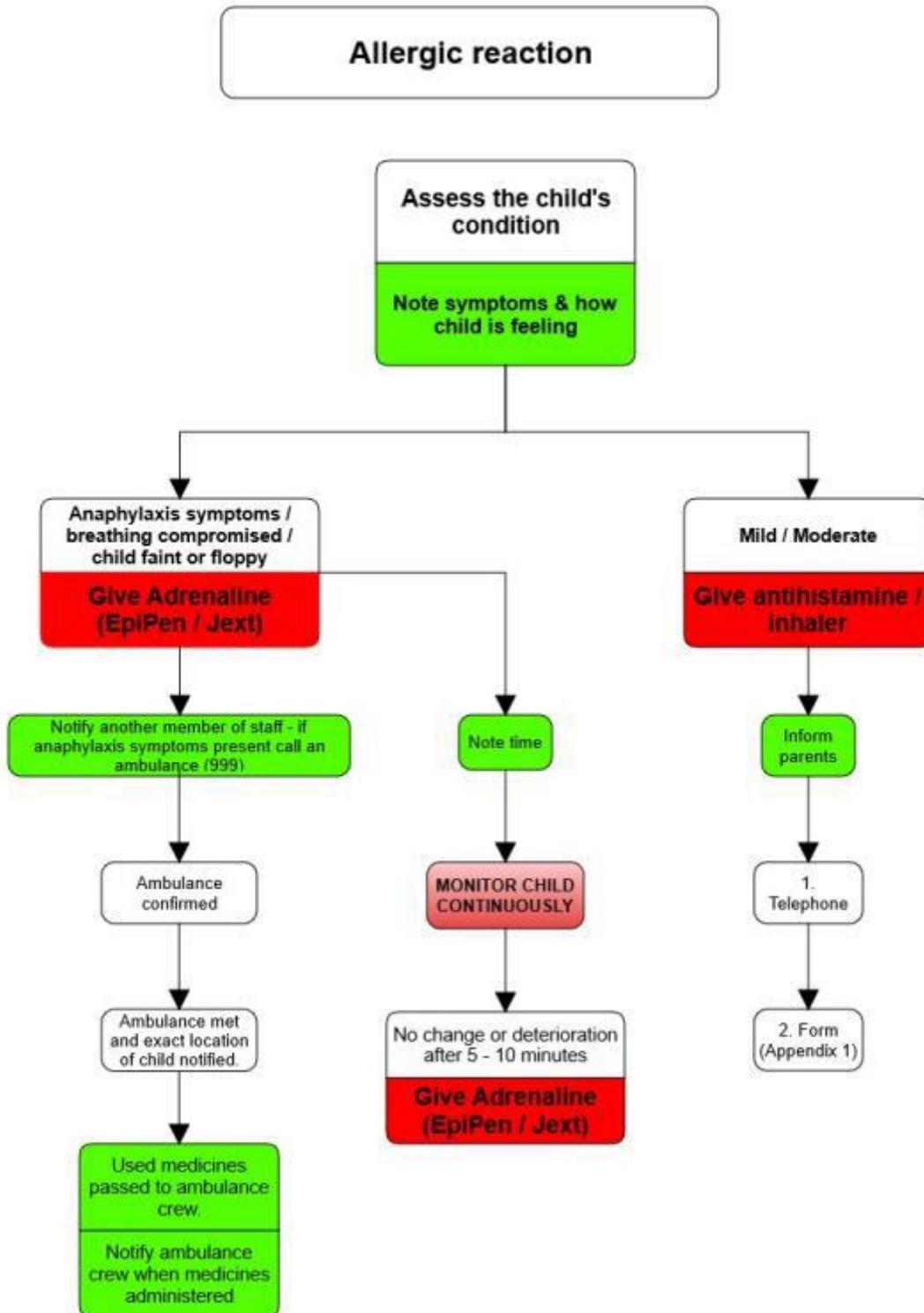
<p>For School use:</p> <p>Form copied to:</p>

INDIVIDUAL HEALTHCARE PLAN FOR A STUDENT WITH ASTHMA

Health Record:		
Date	Information	Action
	iHCP updated, added to SIMS and sent to HOY Also, copy put on her files and sent to parents to review	Create new iHCP. Add to SIMS and linked documents.



To help staff assess the situation the following flowchart is intended to give some guidance:



Medication in School

N.B. epipens, asthma inhalers and medication that is to be carried on the person as arranged by a Health Care Plan are exempt from these controls

- You should NEVER carry any medication with you in school, not even medication bought over the counter.
- If you need to take any tablets or other medicines in school your parents need to fill in a medication form, available from Student Services.
- ALL medication should be handed in to Student Services as soon as you get into school.
- NEVER offer medication to anyone else: NEVER accept medicine from anyone else.
- If you need to take medication regularly for more than 5 days you may need a Health Care Plan. See Student Services for details.

Appendix C: Being notified a child has a medical condition

