



The Axe Valley Community College

# Supporting Students with Medical Conditions Policy

**Adopted by the Governing body on**

**This policy will be reviewed on an annual basis.**

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development

## **Policy statement**

### **Links with Aims of School**

- Maintaining the College's aim to maximise attainment for all students
- Ensuring that all students feel safe in their learning environment
- Developing the highest quality learning experiences possible for all our students

### **Description of Policy Formation and Consultation Process**

People involved:

- students with medical conditions
- parents
- school nurse
- head teacher
- special educational needs coordinator (SENCO)
- pastoral care team
- members of staff trained in first aid
- school governors

The policy itself will be reviewed annually by the SENCO / Assistant Head and SEN Governor.

### **Legal framework**

This policy will have due regard to legislation, including, but not limited to:

- Children and Families Act 2014 (and related regulations).
- Health and Social Care Act 2012.
- Equality Act 2010.
- Mental Capacity Act 2005.
- Children's Act 1989.

It will also take into account statutory and non-statutory related guidance, including, but not limited to:

- SEND Code of Practice 0-25.
- Supporting Children with Medical Conditions.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.

### **Policy Objectives**

The Axe Valley Community College is an inclusive community committed to providing an appropriate and high quality education to all the children living in our local area. We believe that all children, including those with medical conditions, have a common entitlement to a broad and balanced academic and social curriculum. The College will make reasonable adjustments to be inclusive and favourable to students with medical conditions to ensure inclusion and accessibility to all aspects of school life including the physical environment, as well as social, sporting and educational activities.

We welcome children with medical conditions and aim to ensure they can:

- be healthy
- enjoy and achieve
- achieve economic well-being

- stay safe
- make a positive contribution

We aim to:

- support students in taking control of their condition
- ensure that parents/carers feel confident in the care their children receive at school

The College will ensure that:

- all staff are aware of their duty of care to children and young people in the event of an emergency and know what to do in an emergency
- all staff understand the common medical conditions that affect children at this school
- appropriate/all staff receive training on the impact medical conditions can have on students
- appropriate/all staff understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- appropriate/all staff understand the importance of medication being taken as prescribed

The College will ensure that clear guidance is in place for the following:

- the administration of medication at school.
- the storage of medication at school.
- record keeping.

Signed by

*M Smith*

Headteacher

Date: 29 January 2015

*G Watts*

Chair of Governors

Date: 29 January 2015

## **Appendix 1-Procedures and Definitions**

### **Key roles and responsibilities**

#### **1.1. The Local Authority (LA) is responsible for:**

- i. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- ii. Providing support, advice and guidance to schools and their staff.
- iii. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- iv. Making available suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

#### **1.2 The Governing Body is responsible for:**

- i. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of The Axe Valley Community College.
- ii. 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.
- iii. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- iv. Ensuring that all students with medical conditions wherever possible are able to participate fully in all aspects of school life.
- v. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual students and across the school population  
Ensuring the level of insurance in place reflects the level of risk.

#### **1.3 The Headteacher is responsible for:**

- i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Axe Valley Community College.
- ii. Ensuring the policy is developed effectively with partner agencies.
- iii. Making staff aware of this policy.
- iv. Liaising with healthcare professionals regarding the training required for staff.
- v. Making staff aware of a child's medical condition.
- vi. Developing Individual Healthcare Plans (IHCPs).
- vii. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. A list of staff is included in appendix 2a
- viii. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- ix. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

- x. Contacting the school nursing service in the case of any child who has a medical condition.

#### **1.4 Staff members are responsible for:**

- I. Taking appropriate steps to support children with medical conditions.
- II. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- III. Administering medication, if they have agreed to undertake that responsibility.
- IV. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- V. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

#### **1.5 School nurses are responsible for:**

- I. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- II. Liaising locally with lead clinicians on appropriate support.

#### **1.6 Parents and carers are responsible for:**

- I. Keeping the school informed about any changes to their child/children's health.
- II. Complete a parental agreement for school to administer medicine form before bringing medication into school. Appendix 3
- III. Providing the school with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course or year.
- V. Discussing medications with their child/children prior to requesting that a staff member administers the medication and to discuss the same with the administering member of staff.
- VI. Where necessary, developing an Individual Healthcare Plan (IHCP) –Appendix 2 - for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

### **Definitions**

- i. "Medication" is defined as any prescribed or over the counter medicine
- ii. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- iii. A "staff member" is defined as any member of staff employed at Axe Valley Community College.

### **Training of staff**

- I. Staff will be made aware of those students on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- II. Staff will receive regular and ongoing training as part of their development. This will always be at the start of an academic year.
- III. Staff who undertake responsibilities for delivering medical care under this policy will receive the following training externally:

Use of epipen for anaphylaxis	Managing asthma training
Managing diabetes training	Managing epilepsy
Other specific training as required	Producing an IHCP
- IV. The clinical lead for this training is the School Nurse
- V. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

- VI. No staff member may administer drugs by injection unless they have received training in this responsibility
- VII. The Assistant Headteacher (Mr Dave Perks) - will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## The role of the child

- I. Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- II. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- III. Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member.

## Individual Healthcare Plans (IHCPs)

- I. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- II. IHCPs will be easily accessible whilst preserving confidentiality.
- III. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- IV. Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked to it or become part of it.
- V. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate and an adequate risk assessment is carried out.

## Medicines

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- II. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form.
- III. No child will be given any prescription or non-prescription medicines without written parental consent.
- IV. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- V. 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.
- VI. A maximum of five days' supply of the medication may be provided to the school at one time.
- VII. 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.
- VIII. Medications will be stored in the Student Office.
- IX. Any medications left over at the end of the course will, if possible, be returned to the child's parents.
- X. Written records will be kept of any medication administered to children. Appendix 4
- XI. Students will never be prevented from accessing their medication as long as all the correct procedures have been followed.
- XII. The School cannot be held responsible for side effects that occur when medication is taken correctly.

- XIII. Parents/carers will be informed of any and all medicines administered to their child. Any paracetamol administered will be recorded for parents to see by a sticker in the students' planner

## Emergencies

- I. Medical emergencies will be dealt with under the school's contingency plans.
- II. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- I. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- II. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Staff should not take children to hospital in their own car.

## Avoiding unacceptable practice

The Axe Valley Community College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing a student from accessing their medicine as long as the correct procedures are followed.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Students with medical conditions will not penalised or sanctioned for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## Insurance

- I. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- II. The school is insured with Travellers Insurance. With have liability of up to £5million pounds.
- III. Full written insurance policy documents are available to be viewed by members of staff, parents, governors and other interested parties who may be providing support to students with medical conditions. Those who wish to see the documents should contact the Business Manager.

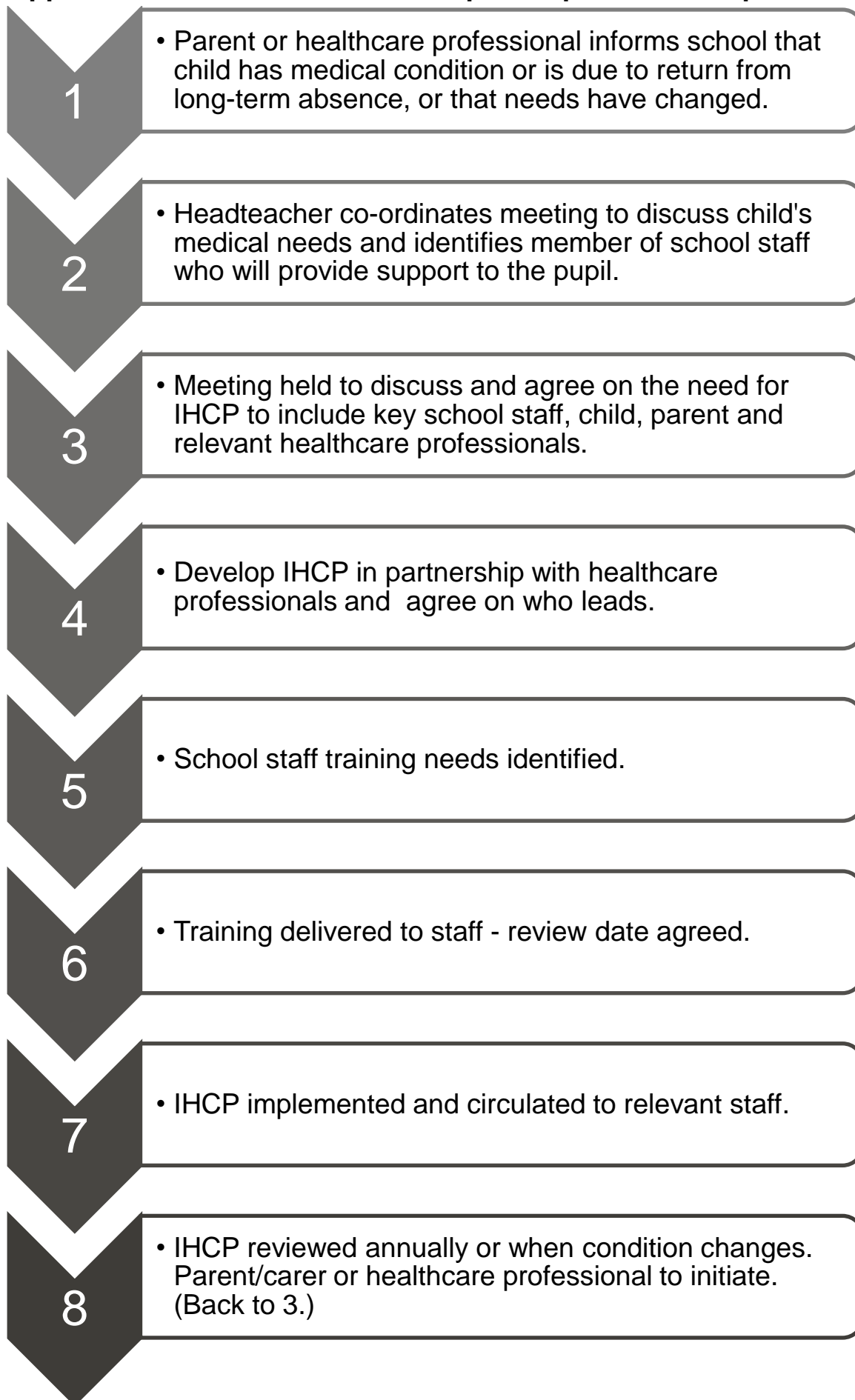
## Complaints

The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Headteacher
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)



## Appendix 2 - Individual healthcare plan implementation procedure



### Appendix 3 - Individual healthcare plan template

#### The Axe Valley Community College 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, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

\_\_\_\_\_

Specific support for the pupil'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

\_\_\_\_\_

**Appendix 3a – Staff who may be asked to lead on the creation of an IHCP:**

- Anita Coombs (Nurse)
- John Confrey (SENCO)
- Rachel Treacy (PSW)
- Martin Smith (Headteacher)
- Tony Davies (YL)

Jo Osborne (YL)  
 Karolyn Mandy (YL)  
 Jon Scott (YL)  
 Greg Horn (YL)  
 Rupert Carr (YL)  
 Tracy Tresserras (Ass. SENCO)  
 Key workers for students on SEN register

## 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 Axe Valley Community College 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 <i>(as described on the container)</i>	
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 the relevant member of staff.

Staff Name .....
------------------

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 an individual child template**

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			
Name of member of staff			
Staff initials			

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

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


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






## Appendix 7 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## **Appendix 8 - 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 – **01297 32146**
- Your name.
- Your location as follows: **The Axe Valley Community College, Chard Street, Axminster, Devon. EX13 5EA**
- The satnav postcode (if different from the postal code.)
- 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.

## **Appendix 9 - 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 pupil 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,

Martin Smith

Headteacher