



Supporting Students with Medical Needs Policy

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Key individual	Senior Assistant Headteacher, Pastoral & Wellbeing

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Development process and reviewing

This policy was developed by referring to:

DfE guidance: Supporting students at school with medical conditions- September 2014

Department of Health: Supporting students with medical needs.

This policy will be reviewed by the Pastoral and Wellbeing Committee every year. The next review date is Spring 2023

Introduction

It is our duty to ensure that every student with medical needs experience the best possible care and support at school and that they have every opportunity to access the curriculum. Medical conditions should not be a barrier to learning or access to opportunities and the school will working closely with families to ensure this

The aims of this policy are to:

- Ensure that staff, parents/carers and students understand and accept medical treatment procedures.
- Ensure that students with medical conditions have access to all opportunities and that their conditions not a barrier to learning in line with our Equality, Diversity and Inclusion policy
- Identify the necessary safety measures supporting students with medical needs (including long term or complex needs)
- Define individual responsibilities for students' safety.
- Set out the procedures ensuring the safe management of any medications
- Define the Archer's emergency procedures.

All medical information received by the Archer Academy will be treated confidentially and will only be disclosed to the appropriate academy staff on a need-to-know basis.

Short Term Medical Needs

Pain killers

We are unable to administer ibuprofen or any medication that contains aspirin to students at school unless prescribed by a doctor. However, to best support our students we will give them a dose of paracetamol if necessary; after other efforts have been made to ease their pain.

If a student still complains of pain even after having a drink, sitting quietly or lying down, we will contact parents/carers by phone to ask permission to give one 500mg dose of paracetamol. This will be logged on the schools online Medical Tracker system.

It is a legal requirement that the school has written permission from parents/carers before a child is given paracetamol. Therefore parents/carers are asked to complete a permission slip and return it to the Student Services Officer. This gives consent to the school giving paracetamol in the event of headache, toothache, period pain etc. The school will contact the parent/carer by phone before any paracetamol is given, to obtain verbal consent and to

confirm whether the student has taken any medicines before attending school. Paracetamol will not be issued without written and verbal consent.

Appendix 1 shows the letter and permission slip which is available on our website and from our school office.

Appendix 2 shows the form used to record details of medicine administered.

Long Term Medical Needs

When the condition requires assistance with intimate care this will be carried out in accordance with our Intimate care policy.

Procedures

All medical information received by the Archer Academy will be passed to the Academy's Head of SEND & Inclusion who will treat it confidentially and who will inform relevant pastoral staff, the tutor and Head of Year

Illness in the Archer Academy

If a student becomes ill and a member of staff feels that they need medical treatment, the teacher will call medical on call to the classroom. If needed the student will be taken to the Student Services Officer's room. They will be accompanied by another student if absolutely necessary.

The Archer has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parents/carers who will be contacted depending on the nature of the medical problem. Appendix 2 shows the letter and permission slip which is available on our website and from our school office. Administered medicine will be logged on Medical Tracker. If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid Officer will be called. If there is a head injury, the First Aid Officer will treat the student and complete the incident report on Medical Tracker, all families of students with any head injury must be called. If it is thought that follow-up treatment is required, the parent/carer will be contacted.

Students will be informed in general terms of what to do in an emergency such as telling a teacher or reporting it to reception.

In more serious cases, where hospital attention is deemed necessary, the Archer will contact parents/carers, who will be expected to take their child to hospital.

In an emergency, an ambulance will be called and the parent/carer contacted by the academy. An appropriate member of staff will accompany the student to the hospital (having reviewed the student record in respect of any religious and cultural considerations) either in the ambulance, or by car, and remain there until the parent/carer arrives.

In the absence of a parent/carer, the Archer will act in loco parentis and give permission for any emergency treatment.

Policy on specific medical issues

The Archer will provide general advice to assist all staff in dealing with the practical aspects of management of asthma attacks, diabetes, epilepsy and anaphylactic reactions.

The Archer will keep a record of students who may require such treatment on Medical Tracker

The Archer expects all parents/carers whose child may require such treatment to ensure that appropriate medication has been logged with the Archer together with clear guidance on the usage of the medication.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs is an offence which will be dealt with under our Drug Policy.

The Archer Academy's offsite activities and visits

We believe that all students are entitled to take part fully in all activities associated with the school and we will do our best to accommodate students with medical needs.

Any student who is required to regularly take any form of medication, must inform a member of staff of their requirements before leaving the academy site to take part in any outing.

Staff taking students off site must make sure all students have a completed *Parental Permission Form* authorising urgent first aid treatment to be given should the need arise.

Any student taken ill off site, on the Archer's business, will be given immediate medical attention and parents/carers will be informed as soon as possible.

Responsibilities

The Archer Academy

Our staff are not obliged to give or oversee the administration of medication to students. We currently have trained members of staff who have taken on the responsibility of looking after our children with medical needs.

Key roles and responsibilities of others

The Local Authority (LA)
is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- 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.
- Providing suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

The Governing Body
is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at the Archer 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 in line with our Equality, Diversity and Inclusion policy
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher
is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures at the Archer Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

The Student Services Officer
is responsible for:

- Taking appropriate steps to support students with medical conditions.
- Making staff who need to know aware of a child's medical condition.
- Liaising with healthcare professionals regarding the training required for staff.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Contacting the school nursing service in the case of any child who has a medical condition

- Keeping records of any and all medicines administered to individual students and across the school population on Medical Tracker
- Keeping medications safely stored in the student services office in a locked cupboard.
- Returning any unused medicines to the parents/carers at the end of the school term or year. If this is not possible, for whatever reason, the medicines will be disposed of.

Community nurses
are responsible for:

- The Community Nurse is responsible for administering injections.
- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents/carers
are responsible for:

- Providing all necessary information about their child's medical condition, treatment or special care.
- Keeping the school informed about any changes to their child/children's health
- Completing a parental agreement for school to administer medicine form before bringing medication into school. A separate form is required for each new medicine.
- Discussing with the Student Services Officer whether it is necessary / appropriate for their child to self-medicate and a *Self-Medication Form* should be completed.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Providing the school with the medication their child requires and ensuring the medicines have not passed their expiry date.
- Ensuring that any medication which needs to be administered during school hours has been prescribed by a qualified medical practitioner and the details of the medication, and its administration, is clearly set out on the box/packet.
- Collecting any leftover medicine at the end of the term, or year, otherwise it will be disposed of.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Student Services Officer, other staff members and healthcare professionals.

Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at the Archer Academy including teachers.

Training of staff

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

The staff who undertake medical responsibilities under this policy will be trained in at least one of the following externally:

- First Aid Course (3 Day)
- First Aid Training (1 Day)
- Assisting the Safe Management of Medication in School
- People Moving People
- Diabetic Training Course
- Boarding and Securing Wheelchairs
- Epi pen training

The clinical lead for this training is the Senior Headteacher, Pastoral & Wellbeing.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Student Services Officer, Head of SEND & Inclusion and medical professionals. Appendices 4, 5 and 6 provides details.

IHCPs will be easily accessible whilst preserving confidentiality and stored on Medical Tracker

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.

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.

Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a student is prescribed medication without their parents/carers' knowledge, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

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. Out of date Epi pens may be kept on site with written consent from the parent/GP due to supply issues.

A maximum of one academic year's supply of the medication may be provided to the school at any one time.

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 Policy.

Medications will be stored in the medical office in a locked cupboard and emergency medicines in accessible trays in reception

Students will never be prevented from accessing their own medication.

The Archer Academy cannot be held responsible for any side effects that occur when taking medication.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

Students will be informed in general terms of what to do in an emergency such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

Avoiding unacceptable practice

The Archer Academy understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Where possible avoid sending students to the medical room or school office alone if they become ill. They should be seen in classrooms
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged, or forcing parents/carers, to attend school to administer medication, or provide medical support, including toileting issues.
- Creating barriers to student 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.

Complaints

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

Stage 1 - Complaint Heard by senior staff member

Stage 2 - Complaint Heard by Vice Chair of Governors/Appointed Governor

Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Administering Paracetamol in School

Administering Paracetamol link <https://form.jotform.com/mha47/administration-of-paracetamol->

Dear Parent,

We are unable to administer iboprufen or any medication that contains aspirin to students at school unless prescribed by a doctor. However, to best support our students we are able to give a dose of paracetamol if necessary and after other efforts have been made to ease their pain.

If a student still complains of pain even after having a drink, sitting quietly or lying down, we will contact you by phone to ask permission to give one 500mg dose of paracetamol. This will be noted on our Medical Tracker system and you will be notified by email to say this has happened.

It is a legal requirement that the school has written permission from parents/carers before a child is given paracetamol. Please complete this form to indicate your consent to the school giving paracetamol in the event of headache, toothache, period pain etc. The school will also contact you by phone before any paracetamol is given, to obtain your verbal consent and to confirm whether your child has taken any medicines before attending school. Please ensure that we always have your up to date contact number and make sure you inform us of any changes. Please note paracetamol will not be issued without written *and* verbal consent.

Yours faithfully,



Miss Harrison
Headteacher

Student name

First Name

Last Name

Tutor Group

I give permission for 1 dose of paracetamol to be given to my child in the event of headache, toothache, period pain, etc., following a telephone call from the school.

Yes

No

Parent Signature

Date: _____

Appendix 2 - Request for the Archer Academy to administer medication

Administering Medication link <https://form.jotform.com/mha47/request-for-the-archer-academy-to-a>

Request for the Archer Academy to Administer Medication

The Archer Academy cannot administer medicine to your child, or allow your child to self-medicate, unless you complete and sign this consent form. The medication has to be prescribed by a medical professional and the Headteacher or a member of the Senior Leadership Team has to agree that this can be administered. Parents are responsible for ensuring that medication is within expiry date. Medication that has expired will be disposed of. A separate form is required for each medicine.

Student name

First Name

Last Name

Tutor Group

Condition or illness

Medication

Medicine must be in the original container as dispensed by the pharmacy and it must be in date, labelled and state dosage instructions. Medicine which does not meet these criteria will not be administered.

A maximum of one academic year's supply of the medication may be provided to the school at one time.

Medication required 3 times a day can be taken before school, after school and at bed time and does not need to be in school.

Name/type of medication (as described on the container):

Date dispensed:

For how long will your child take this medication:

Dose, frequency and timings:

Special precautions:

Side effects:

Any other instructions:

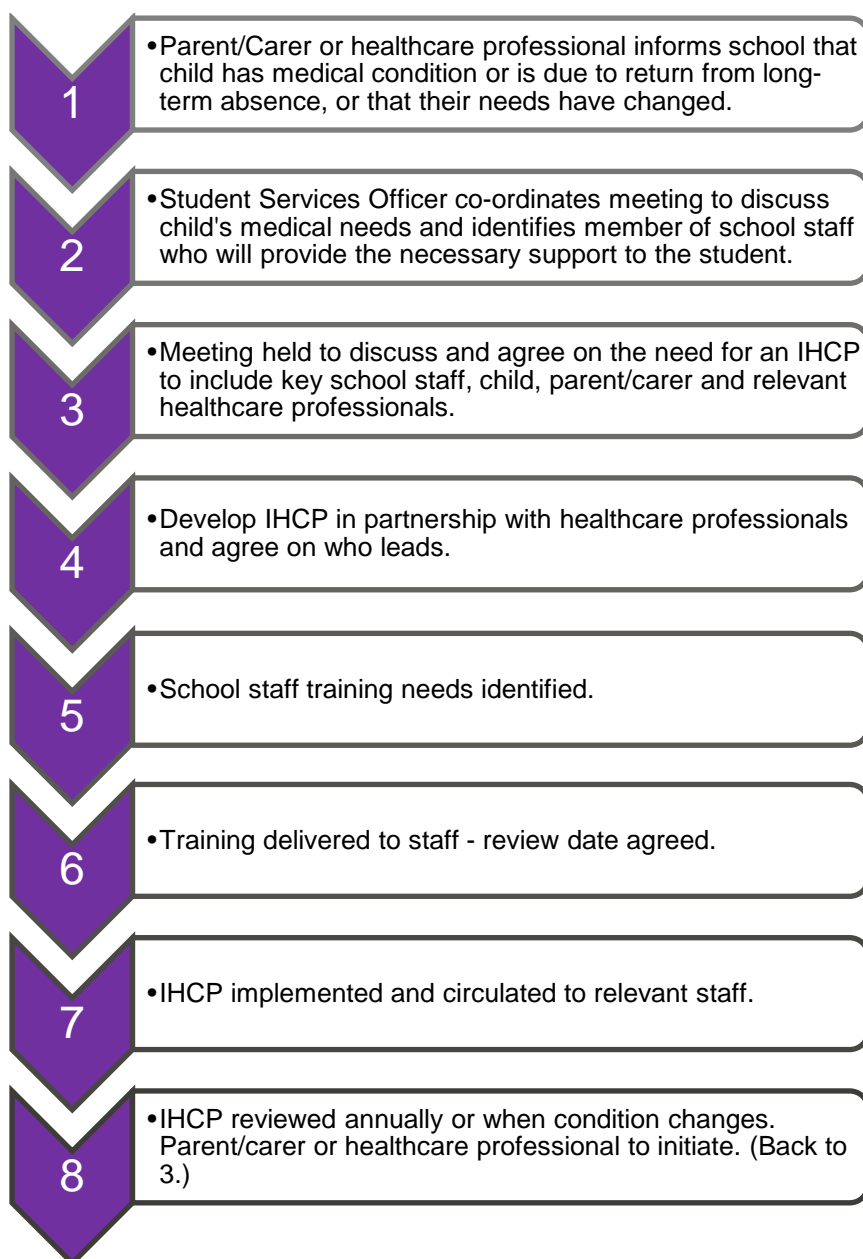
Procedures to take in an emergency:

Contact phone number of parent/carer:

Parent Signature

Date

Appendix 3 - Individual Healthcare Plan Implementation Procedure



Appendix 4 – IHP Form

This form will be emailed to parents as a jotform as requested by parents:

<https://form.jotform.com/mha47/-----individual-he>



Individual Healthcare Plan

Name	
Date completed:	
Review date:	
Copies held by:	{Insert name, position} {Insert name, position} {Insert name, position} {Add your own}

1. Student's information

Name of school:	The Archer Academy	Name of Student:	
Class/form:		Date of birth:	
Staff member responsible for home-school communication:			
Specific medical condition/side effects of any treatment:			
History:			

2. Contact information

Student's address:	{Insert address line 1} {Insert address line 2} {Insert town} {Insert LA}
Post code:	

Family contact 1

Name:			
Relationship with child:		Telephone (daytime):	
Telephone (evening):		Mobile:	

Family contact 2

Name:			
Relationship with child:		Telephone (daytime):	
Telephone (evening):		Mobile:	

Medical contacts

Name of GP:		Telephone:	
Name of Consultant :		Telephone Day to day liaison:	
Hospital:			

3. Details of student’s medical conditions

Signs and symptoms of the student’s medical condition:
Situations or things that make the student’s condition(s) worse:

4. Routine healthcare requirements

During school hours:
Is there any element of your child’s care outside of school you wish us to be aware of?

Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container):	
Dose and method of administration (amount and number of times a day):	
Required to be taken during school hours?	Yes/No
Are there any side effects related to the medication that could affect the Student at school?	
Are there any circumstances in which this medication should not be given?	
Can the Student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Medication expiry date:	

Medication 2

Name/type of medication (as described on the container):	
Dose and method of administration (amount and number of times a day):	
Required to be taken during school hours?	Yes/No
Are there any side effects related to the medication that could affect the Student at school?	
Are there any circumstances in which this medication should not be given?	
Can the Student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Medication expiry date:	

5. Emergency procedures

Outline the steps that the school should take in the event of an emergency related to the student's medical condition(s):
1.
2.
3.
4.
5.

6. Emergency medication

Name/type of medication (as described on the container):	
Describe what signs or symptoms indicate an emergency for this Student:	
Dose and method of administration:	
Are there any circumstances in which the medication should not be given? If yes, provide details:	
Are there any side-effects related to the medication that could affect the Student at school? If yes, provide details:	
Can the Student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Is there any follow-up care required? If yes, provide details:	
Who should be notified in the event of an emergency?	Parents <input type="checkbox"/> Specialist <input type="checkbox"/> GP <input type="checkbox"/>

7. Regular medication taken outside of school hours

Name/type of medication (as described on the container):	
Are there any side-effects related to the medication that could affect the Student at school? If yes, provide details:	

8. Members of staff trained to administer medications for this Student

Regular medication

Name of staff member:		Date of last training:		Review date:	
Name of staff member:		Date of last training:		Review date:	

Emergency medication

Name of staff member:		Date of last training:		Review date:	
Name of staff member:		Date of last training:		Review date:	

9. Required special education arrangements

Has the Hospital advised you about any assistance that the school can offer to assist your child's education?

10. Required special arrangements for off-site activities

What arrangements should the school make to accommodate the medical condition(s) of the Student during off-site activities?

11. Any other information relating to the student's healthcare

Please state any further information relating to the student's medical condition(s) that the school needs to know.
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Parental and Student agreement

I agree that the medical agreement outlined in this plan may be shared with individuals involved with my/my child's care and education. I understand that I must provide written notification to the school of any changes.			
Signed: <i>Student</i>		Date:	
Print name:			
Signed: <i>Parent (if Student is under 16)</i>		Date:	
Print name:			

Healthcare professional agreement

<input type="checkbox"/> I agree that the information is accurate and up-to-date.			
Signed:		Date:	
Print name:		Job title:	

Permission for emergency medication

<input type="checkbox"/> I agree that I/my child can be administered my/their medication by a staff member in an emergency.			
<input type="checkbox"/> I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements.			
<input type="checkbox"/> I agree that I/my child can keep my/their medication with me/them for use when necessary.			
Name of medication carried by Student (as described on the container):			
Signed: <i>(Parent/guardian if above age of legal capacity)</i>		Date:	

Headteacher agreement

It is agreed that {insert name of child}
<input type="checkbox"/> Will receive the above listed medication at the above listed time(s).
<input type="checkbox"/> Will receive the above listed medication in an emergency.

This arrangement will continue until:

Either end date of course of medication or until instructed by the student's parents.



archer

ACADEMY

The Archer Academy
Stanley Road Campus
Eagan's Close
London
N2 8GA

{Insert addressee name}

{Insert address line 1}

{Insert town}

RE: Individual Healthcare Plan

Dear {Insert name of parent}

Thank you for informing us of your child's medical condition. Following best practice and having taken regard to statutory guidance from the Department for Education, as well as seeking advice from voluntary organisations, our school has established a policy to support Students with medical conditions at school.

We are now asking parents of children with medical conditions to assist us by filling out an individual healthcare plan (IHP).

Please complete the IHP, with the help of your child's medical practitioner, and return it to the school at the address named above.

I look forward to hearing from you soon.

Yours sincerely,

Miss Harrison
Headteacher

Realising potential

Inspiring creativity

Engaging with our community

Individual medical record:

Student's information

Name of Student:		Class/form:	
Name of medication (as described on the container):		Date medication received:	
Quantity of medication received:		Expiry date (as stated on container):	
Does and method of taking medication:		When is the medication taken?	
Quantity of medication returned (when applicable):		Date medication returned:	

Office staff signature:		Parent's signature:	
Print name:		Print name:	

Record

Date:				
Time given:				
Dose given:				
Staff member:				
Staff initials:				
Date:				
Time given:				
Dose given:				
Staff member:				
Staff initials:				
Date:				
Time given:				
Dose given:				
Staff member:				
Staff initials:				
Date:				
Time given:				
Dose given:				
Staff member:				
Staff initials:				
Date:				
Time given:				
Dose given:				
Staff member:				
Staff initials:				

Realising potential

Inspiring creativity

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Appendix 5 - Model Letter Inviting Parents/Carers to Contribute to Individual Healthcare Plan Development

Dear Parent/Carer,

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 every student 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 be attended by 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,

Miss L Harrison
Headteacher, the Archer Academy

Realising potential
Inspiring creativity
Engaging with our community

Realising potential
Inspiring creativity
Engaging with our community

Appendix 6 - 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 – **020 8365 4110**
- Your name.
- Your location as follows:
The Archer Academy Eagans Close, London N2 8GA (Lower school)
or
The Archer Academy, 3 Beaumont Close, London N2 0GA.
- The satnav postcode: **N2 8GA (lower) or N2 0GA (upper)**
- 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.