



Supporting Students with Medical Needs Policy

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Key individual	Senior Assistant Headteacher, Pastoral & Wellbeing

Contents

Development process and reviewing.....	3
Introduction.....	3
Short Term Medical Needs.....	3
Pain killers.....	3
Long Term Medical Needs.....	4
Procedures.....	4
Illness in the Archer Academy.....	4
Policy on specific medical issues.....	4
The Archer Academy's off-site activities and visits.....	5
Responsibilities.....	5
The Archer Academy.....	5
Key roles and responsibilities of others.....	5
The Local Authority (LA) is responsible for:.....	5
The Governing Board is responsible for:.....	5
The Headteacher is responsible for:.....	6
The Senior Medical & Pastoral Administrator and Medical & Pastoral Administrator are responsible for:.....	6
Community nurses are responsible for:.....	6
Parents are responsible for:.....	6
Definitions.....	7
Training of staff.....	7
The role of the child.....	8
Individual Healthcare Plans (IHCPs).....	8
Medicines.....	8
Emergencies.....	9
Avoiding unacceptable practice.....	9
Complaints.....	9
Appendix 1 - Administering Paracetamol in School.....	11
Appendix 2 - Request for the Archer Academy to administer medication.....	12
Appendix 3 - Individual Healthcare Plan Implementation Procedure.....	14
Appendix 4 – IHCP Form.....	15
Appendix 5 - Model Letter Inviting Parents/Carers to Contribute to Individual Healthcare Plan Development.....	16
Appendix 6 - Contacting Emergency Services.....	17

Development process and reviewing

This policy was developed by referring to:

- DfE guidance: Supporting pupils at school with medical conditions- December 2015. [Supporting pupils at school with medical conditions- December 2015.](#)

This policy will be reviewed by the Pastoral and Wellbeing Committee every year.

Introduction

It is our duty to ensure that every student with medical needs experiences 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 work closely with families.

The aims of this policy are to:

- Ensure that staff, parents and students understand and accept medical treatment procedures.
- Ensure that students with medical conditions have access to all opportunities and that their conditions are 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 school's emergency procedures.

All medical information received by the Archer Academy will be treated confidentially and will only be disclosed to the appropriate 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 one 500mg dose of paracetamol if necessary and after other efforts have been made to ease their pain. This will be logged on the school's online Medical Tracker system.

It is a legal requirement that the school has written permission from parents before a child is given paracetamol. Therefore, parents are asked to complete a permission slip and return it to the Medical & Pastoral Administrator. This gives consent for the school to give paracetamol in the event of headache, toothache, period pain etc. The school will contact the parent 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 form required to be filled in for permission to be granted to administer paracetamol and a link to the online form. This is also available on our website and from the school office.

Appendix 2 shows the form required to be filled in for permission to administer medication other than paracetamol and a link to the online form. This is also available on our website and from the school office.

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 treated confidentially and recorded on our SIMS and Medical Tracker systems. Relevant pastoral staff, the tutor and Head of Year will be made aware.

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 Oncall to the classroom. If needed the student will be taken to the Medical room. If there is a head injury, the First Aid Officer will treat the student, call the parents and complete the incident report on Medical Tracker.

The Archer has a strict policy that no medication or treatment will be given orally or externally unless parental permission has been given. 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.

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

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

In an emergency, an ambulance will be called and the parent will be called. A 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 arrives.

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

Policy on specific medical issues

The school will provide general advice to assist all staff in dealing with the practical aspects of management of asthma attacks, diabetes, epilepsy and anaphylactic reactions and will keep a record of students who may require such treatment on Medical Tracker.

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

Controlled drugs may only be taken on to the 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.

The Archer Academy's off-site 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 school 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 whilst on an off-site visit will be given immediate medical attention and parents 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. However we 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 Board is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at the school.
- Ensuring that the Supporting Students with Medical Conditions Policy 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 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 school.
- 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 Senior Medical & Pastoral Administrator and Medical & Pastoral Administrator are 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.
- Keeping records of all medicines administered to individual students and across the school population on Medical Tracker
- Keeping medications safely stored in the medical rooms in a locked cupboard.
- Keeping emergency medication ((auto injectors (EpiPens)), inhalers) in named accessible, unlocked trays in both school offices.
- Returning any unused medicines to the parents 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:

- Administering immunisations.
- 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 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's health.
- Completing a form giving permission to administer medication as shown in Appendix 2. This is also available on our website and from the school office. A separate form is required for each new medicine.
- Discussing medications with their child 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 Healthcare Plan \(IHCP\)](#) for their child in collaboration with the Medical & Pastoral Administrator, 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
- EpiPen training

The clinical lead for this training is the Senior Assistant 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

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

Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents, Medical & Pastoral Administrator, Head of SEND & Inclusion and medical professionals. Appendices 3, 4 and 5 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.

If the school becomes aware that a student is prescribed medication without their parent's knowledge (e.g. the contraceptive pill) every effort will be made to encourage the student to involve their parents whilst respecting their right to confidentiality in line with Gillick competence.

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 EpiPens may be kept on site with written consent from the parent/GP if there are 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 named 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 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.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending students to the medical room or school office alone if they become ill. They should, where possible, be seen in classrooms.
- Penalising students with medical conditions 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, including toileting issues.
- Creating barriers to students 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 Board's Complaints Appeal Panel (CAP)

Appendix 1 - Administering Paracetamol in School

The link to the permission form is here: [Administering Paracetamol in School](#)

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

The link to the permission form is here: [Request for the Archer Academy to administer medication](#)

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:

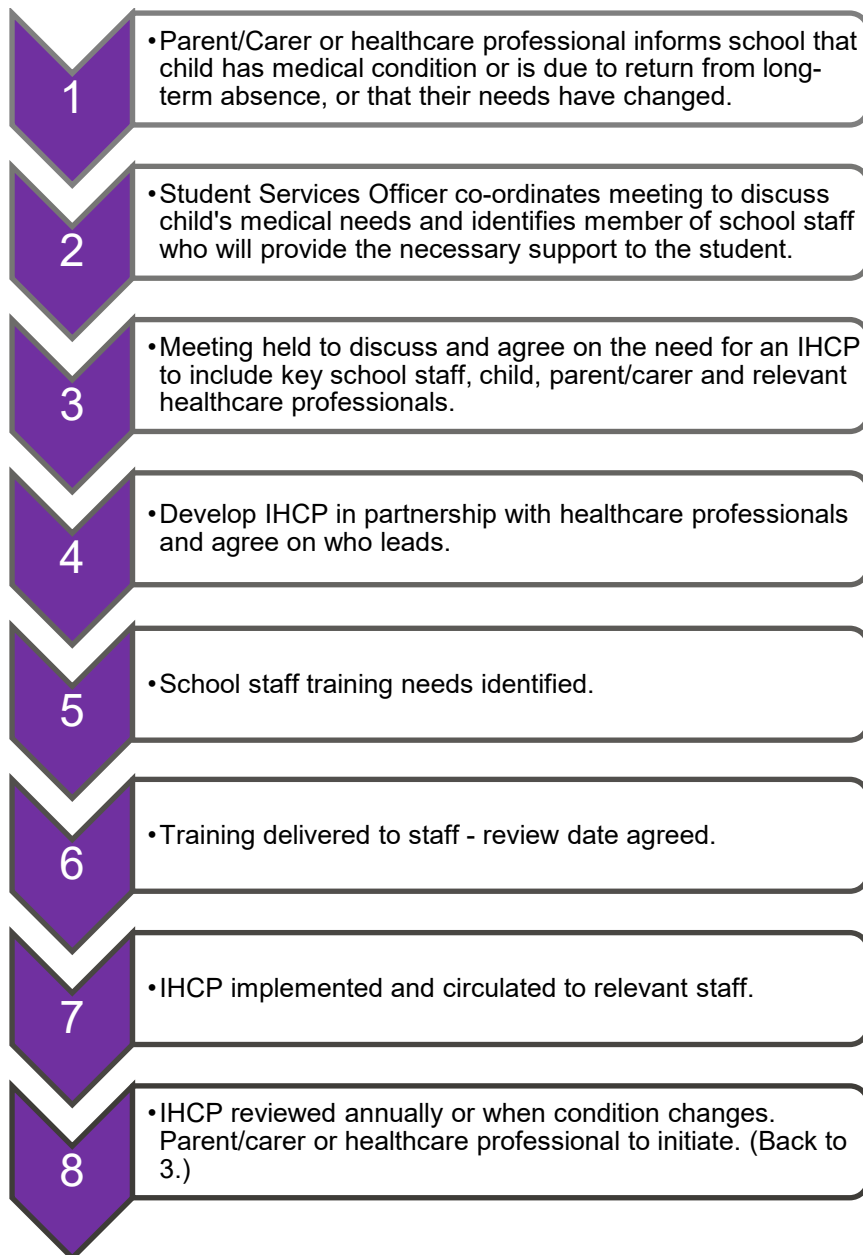
Procedures to take in an emergency:

Contact phone number of parent/carer:

Parent Signature

Date

Appendix 3 - Individual Healthcare Plan Implementation Procedure



Appendix 4 – IHCP Form

This form will be emailed to parents as a jotform. The link is here: [Individual Healthcare Plan \(IHCP\)](#)

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



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 (IHCP).

Please complete the IHCP, 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

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.