



MacIntyre Academies Venture Academy

Supporting Children with Medical Needs Policy

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Supporting Children with Medical Needs Policy

Rationale

Venture Academy values the abilities and achievements of all its learners and is committed to providing the best possible environment for learning for all. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual learners, or groups of learners. This means that equality of opportunity must be reality for our learners. We make this a reality through the attention we pay to the different groups of learners within our Academy.

This policy is to be read in conjunction with our:

- Venture SEN Policy
- Venture Safeguarding Policy
- MAT Equality & Diversity Policy
- Venture Health and Safety Policy

Introduction

The Children and Families Act 2014 states that arrangements for supporting learners at school with medical conditions must be in place and those learners at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Many learners, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in school activities. For most, this will be short term; perhaps finishing a course of medication or treatment; other learners may have a medical condition that, if not properly managed, could limit their access to education.

This policy includes managing the administration of medicines, supporting learners with complex health needs and first aid. The school makes every effort to ensure the wellbeing of all learners, staff and adults on site.

Aims and Objectives

To ensure that learners with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

To establish a positive relationship with parents and carers, so that the needs of the learner can be fully met. Parents and carers of learners with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because learners with long-term and complex medical conditions may require ongoing support, medicines and care while at school to help them manage their condition and keep them well. Other learners may require interventions in particular emergency circumstances. It is also the case that learner's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents and carers feel confident that their child's medical condition will be supported effectively in school and that they will be safe.

To work in close partnership with healthcare professionals, parents/carers, staff and young people to meet the needs of the learner in making decisions about the support they provide. It is crucial that Venture Academy considers advice from the healthcare professionals and listens to the views of the learner and their family.

- To ensure any social and emotional needs are met for learners with medical conditions. Learners may be self-conscious about their condition, and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- To minimise the impact of any medical condition on a learner's educational achievement – in particular, long-term absences due to health problems which affect their educational attainment,

impact on their ability to integrate with their peers, and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that learners with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.

- To ensure that a Health Care Plan is in place for each learner with a medical condition and for some learners who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

Responsibilities

Supporting a learner with a medical condition is not solely the responsibility of one person. Partnership working between Academy staff, healthcare professionals and the learner and their family is critical.

Responsibility of the Principal

- Ensuring that a policy is in place to meet the needs of learners with medical conditions.
- Ensuring that all staff are aware of the policy for supporting learners with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of the learner's condition.
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Ensuring that the school is appropriately insured and that staff are aware that they are insured to support learners in this way.
- Ensuring that the school nursing service is contacted in the case of any learner who has a medical condition that may require support at school.
- Ensuring that staff have received suitable training and are competent before they take on responsibility to support learners with medical conditions.

Venture Academy Staff

- Understand that any member of staff from Venture Academy may volunteer or be asked to provide support for learners with medical conditions, including the administration of medication but know that they are not required to do so.
- All staff administering medication will be trained sufficiently.
- Understand the role they have in helping to meet the needs of a learner with a medical condition. Work towards/complete targets and actions identified within the Health Care Plan or the Education, Health and Care Plan.

Healthcare Professionals

- Notifying the Academy when a learner has been identified as having a medical condition who will require support in school.
- Take a lead role in ensuring that learners with medical conditions are properly supported in school, including supporting staff on implementing a learner's plan.
- Work with Principals to determine the training needs of Academy staff and agree who would be best placed to provide the training.

- Confirm that Academy staff are proficient to undertake healthcare procedures and administer medicines.

Assisting learners with long term or complex medical needs

A proactive approach is taken towards learners with medical needs.

Every learner with a long term or complex medical need will be offered a home visit from the Family Footing Facilitator and/or class teacher at the onset of condition or change in condition. This enables the Academy to identify potential issues/difficulties before a learner returns to school. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures.

A Health Care Plan (Appendix 1) will be produced for any learner with long term/complex medical needs and will be reviewed on a regular basis. To assist learners with long term or complex medical needs, Venture Academy will also consider whether any/all of the following is necessary:

- Adapting furniture, equipment or classrooms to enable the learner to access a particular aspect of the curriculum or area of the school.
- Arranging for additional adult support throughout specific parts of the school day
- Adapting lesson plans
- Establishing a phased attendance programme
- Ensuring that there are procedures in place for administering medication
- Training for staff on a specific medical condition
- Providing home learning for learners who are absent from school for long periods of time (if appropriate)
- Providing appropriate seating for assemblies and in the classrooms
- Ensuring there is adequate supervision during break times so that the health and safety of all learners is not compromised
- Ensuring that arrangements are made to include a learner with complex medical needs on school trips.

Individual Health Care Plans

An Individual Healthcare Plan (IHCP) is a document that sets out the medical needs of a learner, what support is needed within the school day and details actions that need to be taken within an emergency situation.

They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the learner's condition and the degree of support needed. This is important because different learners with the same health condition may require very different support.

Individual Healthcare Plans may be initiated by a member of school staff or another healthcare professional involved in providing care to the learner. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the learner and their families.

Plans should be reviewed at least annually or earlier if the learner's needs change. They should be developed in the context of assessing and managing risks to the learner's education, health and social well-being and to minimise disruption. Where the learner has a special educational need, the individual healthcare plan should be linked to their EHC plan.

Parents/carers will receive a copy of the IHCP with the originals kept by the Family Footings Facilitator. Medical notices, including pictures and information on symptoms and treatment are placed in the staff room and reception Medical File and given to the learner's class teacher for quick identification, together with details of what to do in an emergency.

Administering Medication

- Medicines should only be administered at school when it would be detrimental to a learner's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent or carers written consent - except in exceptional circumstances where the medicine has been prescribed to the learner without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the learner to involve their parents/carers while respecting their right to confidentiality.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor; Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The Academy should only accept prescribed medicines that are in-date, labelled with the learner's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines must be stored safely. Learners should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should always be readily available to learners and not locked away.
- The Academy should otherwise keep controlled drugs that have been prescribed for a learner securely stored in a controlled drugs cabinet and only named staff should have access.
- Controlled drugs should be easily accessible in an emergency.
- A member of staff may administer a controlled drug to the learner for whom it has been prescribed providing they have received specialist training/instruction.
- The Academy should keep a record of all medicines administered to individual learners, stating what, how and how much was administered, when and by whom. It should also include how many tablets remain after the dosage has been administered. Side effects of the medication to be administered at school should also be noted.
- There should always be 2 members of staff present when administering medication. The 'witness' must be an employee of the academy and cannot be agency staff, a visitor or anyone else not employed directly by the academy.
- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.
- Sharps boxes should always be used to dispose of needles and other sharps
- There is no legal duty that requires Academy staff to administer medication however, staff at Venture Academy may administer medication if they have completed the relevant training and if the parent/carer has completed an Administration of Medication Form (Appendix 2)
- We will only administer non-controlled medication in extreme circumstances and with a written consent from parents/carers.
- Occasionally a learner may have an adverse reaction to a new course of treatment and for this reason, the Academy takes no responsibility for administering the first dose.

- Medication should only be requested to be administered during school hours if it NEEDS to be. Where the dosage is three times a day, it is usually acceptable that these doses are administered at home – before school, immediately after school and before bedtime.
- Any medication coming into school should be handed in at reception upon arrival by the parent/carer. If the learner travels to school in local authority specialist transport, then the driver or passenger assist may hand in the medication. It should not be handed over by the learner themselves.
- It is the responsibility of the parents/carers to ensure they inform the school and provide medical evidence (if appropriate) of any changes to their child's medication.
- It is the responsibility of the parents/carers to ensure they check to see whether they need to provide the school with more medication should the school run out.
- Learners with Asthma are encouraged to carry their inhalers with them where appropriate. However, a spare inhaler for that individual learner should be kept in the school office and/or the classroom.
- Learners with diabetes are encouraged to keep their medication close to hand. They are able to take high energy snacks.

Home Remedies – Non-prescribed medicines

Non-prescribed medicine or homely remedies refers to medicines you can buy over the counter. This also includes homoeopathic and herbal remedies. Homely remedies are used to provide immediate relief for mild to moderate symptoms including behaviour. They are treatments people may want to use without consulting their GP. However, it is important to find out whether the homely remedies/alternative therapies could react adversely with any medicines prescribed by the learner's GP or whether they will affect any health conditions the learner may have.

Staff must not administer herbal remedies or any non-prescribed medications to learners without the written consent of a parent/carer. If parents/carers choose to use such remedies on their child then these should be administered at home and not in school where possible. A care plan and medication form must be completed if the Principal has agreed that the remedy can be administered in school and the guidance for administering, storing and disposing of medication in this policy should be adhered to at all times.

Administering non-prescribed Medication

- Venture Academy keeps a stock of paracetamol, Calpol, ibuprofen and anti-histamines in the locked first aid cabinet for staff and learners if needed
- Venture Academy will only administer non-prescribed medication such as paracetamol, ibuprofen or anti-histamines if consent has been sought from parents/carers. A phone call will be made to parents/carers to check that the learner has not taken any non-prescribed medication at home before administering
- Non-prescribed medication administration instructions will be strictly adhered to i.e. the age of the learner and the dosage allowed
- Venture Academy keep a log of all non-prescribed medication administered to staff and learners with the time it was administered, the dosage administered and this is signed by the individual and the member of staff administering the medication
- Non-prescribed medication will be self-administered wherever possible

Storing Medication

- Venture Academy will store medication that has been prescribed to a learner following the storage instructions on the original packaging and/or information leaflet.
- The medical cabinet is situated in the main school office. If any medication is required to be stored in a refrigerator then this is also situated in the main school office.
- The only exception to this is emergency medications such as asthma inhalers or EpiPen's which will be made readily available to the learner at all times and not locked away.
- Where a learner requires two or more medications, these will be stored in separate containers in the medical cabinet
- Medication should never be transferred out of its original packaging.
- Learners should know where their medication is stored.

Disposal of Medicines

Any medication that is past its expiry date or that has been dropped on the floor must be recorded and disposed of according to the following:

- Doses dropped must be recorded on the Missed/Error Medication Record on Iris Adapt. The medication should be handed to reception and disposed of to a local pharmacy and records kept accordingly.
- Expired medication must be recorded on the Central Medication Register and returned to parents/carers with a 'Returned Medication Form' being completed.

Safe Management of Medication

The storage of all medication must ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Emergency Procedures

In emergency situations, where possible, the procedure identified on a learner's Individual Health Care Plan will be adhered to. If this is not available then a qualified First Aider will decide on the emergency course of action to take. If it is deemed necessary that the learner requires hospital treatment the following procedures must take place:

- Stabilise the learner
- Call 999
- Contact parent/carer
- Notify the Principal or in their absence, a member of SLT

The most appropriate member of staff should accompany the learner to hospital with all relevant health documentation i.e. last Tetanus vaccination or allergies etc and a clear explanation of the incident if not witnessing it first-hand. The staff member should remain with the learner until a parent/carer arrives. A senior member of staff should attend the hospital to talk to the parents/carers if deemed necessary.

Hygiene and Infection Control

- Relevant staff are trained in Infection Control and Prevention as part of their induction process.
- All staff are expected to follow basic hygiene measures i.e. regularly washing hands.

- Disposable gloves and aprons are available as protective measures towards spillages of blood and other bodily fluids.

Sporting Activities

Some of our learners may need to take precautionary measures before or during physical exercise. Staff supervising such activities should be aware of any relevant medical conditions and any preventative or emergency medication that may need to be taken, as well as any emergency procedures.

Educational Visits

- We actively support our learners with medical conditions to participate in school trips and visits or in sporting activities, but we are mindful of how medical conditions may impact on their participation. Arrangements will always be made to ensure that learners with medical needs are included in such trips or activities unless evidence from a Clinician such as a GP or Consultant states otherwise.
- A risk assessment will take place at the planning stage to consider any steps needed to ensure that learners with medical needs are included. This will involve consultation with parents/carers, the learner and any health professionals involved to ensure the learner can participate. A copy of the learner's Individual Healthcare Plan should be taken on the trip.
- The class teacher must ensure that emergency medication such as inhalers or EpiPens are taken on school trips and given to the responsible adult that works alongside the learner for the duration of the trip/visit. A first aid kit must be taken on all school trips and one is located in the school minibus. The Trip Leader must ensure that all members of staff on the trip have the phone number of Venture Academy in case of an emergency.
- A trained First Aider should attend all school trips especially when a learner with a medical condition is attending.
- The first aid provisions at the destination of the trip should be included in the risk assessment.
- The Trip Leader is responsible for making sure that all necessary medicines are taken on the trip. This will involve checking the medical requirements of the group and ensuring that any learner with a specific medical condition has access to their prescribed medication whilst on the trip.

Staff Training

Any member of Venture Academy staff providing support to a learner with medical needs must have received suitable training. It is the responsibility of the Principal to lead on identifying with other health specialists and agreeing with the Academy, the type and level of training required, and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific learner.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support learners with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A

first-aid certificate does not constitute appropriate training in supporting learners with medical conditions.

It is important that all staff are aware of the school's policy for supporting learners with medical conditions and their role in implementing that policy. The Academy should ensure that training on conditions which they know to be common within their school is provided (asthma, epi pen, sickle cell, diabetes for example).

Parents/carers can be asked for their views and may be able to support school staff by explaining how their child's needs can be met but they should not provide specific advice, nor be the sole trainer.

Venture Academy Individual Healthcare Plan

Name:	Date of birth:	(photo)
Home address:	G.P and surgery:	
	Phone:	Class (2019/20)
Home phone number:	Professionals involved (if any):	
Mobile phone number:	Consultant:	
Work number:	Dietician:	
	Speech and language:	
	Social worker:	
	Community children's nurse:	
	CAMHS:	
Emergency contact 1 name and number:	Emergency contact 2 name and number:	
Relationship to learner:	Relationship to learner:	
Medical condition/s:	Medication taken at home:	
	Medication taken at school:	
Any additional information	Any allergies?	
	Describe allergic reaction:	
I agree to keep school updated with any changes to the information on this plan:	SCHOOL USE ONLY	
Signed:	This care plan has been seen and agreed by:	
Print name:	Date:	
Relationship to learner:	Review date:	
Date:		

Section 1: For parents/carers to complete

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	
Please describe any daily care requirements	
Any specific arrangements for school trips	
Other information	
Describe what constitutes an emergency and the action to take if it occurs	

Section 2: For school use

Who is responsible in an emergency (state if different for off-site activities)	
Plan developed with	
Staff training needed/undertaken? Who? When? Where?	
Plan shared with?	

Venture Academy Medication Administration Record

Name of Learner:		Medicine delivered by?		Form Number:	
Date of Birth:		Received by?		Additional notes:	
Name of Medication:		Medication Name:			
Strength of Medication:		Quantity Received:			
Dose to be administered:		Expiry Date:			
Frequency of dose:		Total in storage:			

PLEASE NOTE: Parents/carers must be informed of the non-administration of medicine that is due – record the reason for non-administration under the date/time it was due and complete a missed medication form.

Date:										
Time given:										
Dose given:										
Staff signature:										
Staff name:										
Witness signature:										
Witness name:										
Total tablets remaining:										

Venture Academy Missed Medication Form

Learner Name					
Date of Birth					
Date and Time of missed medication					
Name of Medication	Dose required	No of tablets/dose	Time of dose	Administered by	R – Refused E- Error M - Missed
Any other information:					
Signature (reporting staff)					
Print name					
Signature (medication staff)					
Print name					
Parent/carers contact by					
Date/time of contact					