



Sheffield Springs Academy
The best in everyone™
Part of United Learning

Managing medical conditions of students

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Appendix 1 – Individual Healthcare Plan Implementation Procedures

1. Statement of intent

Sheffield Springs Academy will ensure that students with medical conditions receive appropriate care and support whilst attending the academy. This policy has been developed in line with the Department of Education's guidance released in September 2014 "Supporting students at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities and this includes children with medical conditions.

Signed: Principal

Date:

Signed: Governor

Date:

2. 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 Sheffield Springs Academy.

3. Key roles and responsibilities

Local Authority

The Local Authority is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support and advice to the Academy.
- Co-ordinating alternative education arrangements for students who are out of the academy for fifteen or more consecutive or cumulative days owing to a medical condition.

Governing Body

The Governing Body should ensure that the Academy develops a policy for supporting students with medical conditions and is responsible for:

- Reviewing this policy and identifying any issues or omissions.
- Ensuring that the policy, as written, does not discriminate on any grounds
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensure written records are kept, 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.

Principal

The Principal is responsible for:

- The day-to-day implementation and management of this policy and procedures in the academy.
- Ensuring staff are aware of this policy and how it affects them.
- Liaising with training providers regarding the training required for staff.
- Ensuring the relevant members of staff are aware of a child's medical condition as well as arranging for the school nursing service to be contacted if necessary.
- Ensuring individual health care plans (IHCPs) are developed by a capable person. In order to meet the promises made in this policy it may be required to recruit an appropriate person or invest in training for existing members of staff.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- The Principal should make certain that there is the correct level of insurance in place, for staff who support students in the policy.

Staff Members

Staff Members should take appropriate steps to support children with medical conditions. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

Staff members that have agreed to be responsible for administering medication to students should first consult the parents/carers.

Staff should familiarise themselves with students with medical conditions and procedures detailing how to respond if students require assistance.

First aiders will be responsible for administering EpiPen's and Asthma inhalers with prior consultation of Arbor and the parents/carers.

Local Authority School Nurses

Local Authority School Nurses will assist the school when a child is identified with requiring support in the Academy due to medical conditions and also liaise with lead clinicians on what appropriate support would be.

They will arrange routine vaccinations with the support of the medical officer and provide education sessions on health issues that are particularly relevant to young people.

Parents and Carers

The Parent/Carers must keep the school informed about any changes to their child/children's health. They must complete the appropriate section on the Data Collection form to provide information and the relevant permissions required. No medication will be administered without prior permission.

The parents/carers are responsible for ensuring the medication is available at school when it is required and the supply is kept up to date. Parents/Carers must collect any medication left over at the end of the term. The Parent/Carers should take care to discuss the medications etc. before a request is made to the academy.

Parents/Carers may need to be involved in developing the care plan produced for their child and will have permission to review it if they so wish.

The role of the child

If a student is competent, they should be responsible for managing their own procedures relating to medicines and devices. This may involve them knowing when to attend the medical room or in some cases carrying it on their person.

Parents will be informed if a child refuses to take their medication or fails to carry out the necessary procedures. We would encourage the student where possible to take the medication by themselves in the medical room under staff supervision.

4. Procedure for managing medication including prescription medication during a school day.

- Where possible prescribed medicines should be scheduled out of school hours. If this is not possible, parents must provide consent prior to the medication being administered by a staff member.
- No student will be administered prescription or non-prescription medication without prior written parental consent.
- No child under 16 years old will be given medication containing aspirin without a doctor's prescription.
- Medicines will only be administered if they are in a correctly labelled container which shows the student's name and the medication to be in date. The container should also show dosage instructions. If the medicines provided do not meet this criteria they will not be administered.
- All medications to be kept in a lockable cabinet in the medical room. A record will be kept of any medication administered to children.
- Students will not be prevented from accessing their medication.
- Any medication left over at the end of the course will be returned to parents.
- If a student is prescribed medication without parental knowledge, we will encourage the student to inform the parent/carer whilst ensuring we respect the privacy of the student.
- The Academy has an emergency supply of Ventolin in case an asthma attack occurs. These will be stored in relevant areas around the Academy.
- The academy will ask parents for blanket written permission to administer paracetamol/Ventolin in emergencies. We will also attempt to contact the parent/carer before it is administered. If we are unable to contact the parent/carer at the time of administering, but have written consent to administer paracetamol/Ventolin, we will allow the administration and make correspondence with the parent/carer subsequently to inform them. Paracetamol dosages would be administered as per government guidelines.
- Sheffield Springs Academy cannot be held responsible for any side effects that may occur if the medication is taken correctly.

5. Procedure for managing medicine on trips

The trip organiser will initially monitor records of students who will be attending the trip. If they have a care plan in place the trip organiser must ensure that trip activities are accessible in line with the care plan.

The trip organiser will make themselves aware of any students with a medical condition. If medicines are usually kept in the medical room the trip organiser, parent/carer and student will be responsible for ensuring the correct procedure takes place.

6. Circumstances in which students may need to take non-prescription medication

Students may need to take non-prescription medication for minor ailments that cause discomfort and for commonly known ailments. For example, paracetamol for headaches/minor pain, antihistamines for hay fever/allergies.

7. Individual Healthcare Plans (IHCPs)

Where necessary an Individual Healthcare Plan will be developed in collaboration with the student, parents/carers, first aider, Special Education Needs Co-ordinator (SENCO) and medical professionals.

IHCPs will be easily accessible via Arbor, whilst preserving confidentiality, and will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

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.

8. Long term medical conditions

Parents will inform the school of long-term medical conditions and liaise with the school to develop a care plan which is based around the student's needs and recognised risks. The Local authority school nurse will provide advice and communicate with local clinicians if required.

9. Staff Training

We will have members of staff trained to level 3 first aid at work and level 3 Emergency first aid to at least the required amount per 100 students.

Teachers and support staff will receive regular and on-going training as part of their development. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

10. Record Keeping

All medical conditions and events will be logged on a student's Arbor record. These records will be reviewed before administering any medication.

11. Emergencies

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

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

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

12. Avoiding unacceptable practice

Sheffield Springs 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 the student to the first aid room alone if they become ill.
- 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 toilet issues.
- 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.

13. Insurance

Staff who undertake responsibilities within this policy are covered by the Academy's insurance policy with Zurich Insurance.

Incidental Treatment

Administration or supervision of medication orally, topically, by injection or by tube, and the application of appliances or dressings. The policy cover is provided up to the limit of the individuals own training. Where a situation develops that is outside the scope of such training then the emergency services should be called. Similarly, if staff are uncomfortable with a given situation, then professional assistance should be summonsed. In these situations, they should make the patient as comfortable as possible whilst they are awaiting help

14. Complaints

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

Appendix 1 – Individual Healthcare Plan (IHCP) Implementation Procedures

