



THE CONSORTIUM
ACADEMY TRUST

Supporting Learners with Medical Conditions Policy

The Consortium Academy Trust (TCAT)
An Exempt Charity Limited by Guarantee
Company Number 07665828

Status:	Live
Policy Owner (Position)	CEO
Statutory / Recommended	Recommended
Date Adopted	16 July 2018
Review Date	July 2020
Advisory Committee	HT Board
Linked Documents and Policies	Child Protection Policy, Educational Visits Policy, First Aid Policy, Health and Safety Policy, Intimate Care Policy and Guidance and Special Educational Needs and Disabilities Policy

Supporting Learners with Medical Conditions Policy and Procedures

The Trustees, Local Governing Boards and staff of The Consortium Academy Trust (the “Trust”) fully recognise the priority of safeguarding children and young people and play a full and active part in protecting learners from harm.

In developing the ‘Supporting Learners at School with Medical Conditions Policy and Procedures’, consideration has been given to our Child Protection and Safer Working practices document and the East Riding Safeguarding Children Board Procedures. In addition, we have reflected the requirements of Keeping Children Safe in School July 2015 and Supporting Pupils at School with Medical Conditions 2014.

We believe that our academies should provide a caring, positive, safe and stimulating environment which promotes the social, physical, emotional and moral development of each learner.

Contents	Page
Rationale	4
Linked documents	4
Aims of policy	5
Policy implementation	5
Procedures to be followed when notification is received that a learner has a medical cond.	5
Individual Health Care Plans (IHCP)	6
Roles and responsibilities	7
The Role of: Governance	8
The Headteacher	8
Academy Staff	8
Academy Health Nurses	8
Learners	9
Parents	9

Contents continued		Page
Staff training and support		9
Learners managing their own medical needs		10
Managing medicines on academy premises		11
Prescribed medicines		11
Non prescribed medicines		11
Controlled drugs		11
Emergency procedures		12
Trips and activities		12
Hygiene and infection control		12
Long term medical needs	Asthma	13
	Epilepsy	13
	Anaphylaxis	14
	Diabetes	14
Appendices		
Appendix 1 a:	Role titles in individual academies	15
Appendix 1 b:	NHS School Health Nursing Service details for each academy	15
Appendix 1 c:	Storage location of duplicate medication	15
Appendix 2:	ERYC Form 1: Contacting Emergency Services	16
Appendix 3:	Pathway for formulation of an Individual Healthcare Plan (IHCP)	17
Appendix 4:	ERYC Form 2: Individual Healthcare Plan*	18
Appendix 5:	ERYC Form 3: Parental agreement for academy to administer (Primary only)/supervise prescribed medicine*	21
Appendix 6:	ERYC Form 5: Record of long term prescribed medicines administered to an individual learner including supervision of learners who are self-medicating*	23
Appendix 7:	ERYC Form 6: Record of short term prescribed medicines administered to all learners including supervision of learners who are self-medicating*	25
Appendix 8:	ERYC Form 7: Parental consent for child to carry his/her own prescribed medicine (secondary academy only)*	26
Appendix 9:	ERYC Form 8: Staff Training Record*	27
Appendix 7:	Letter inviting parents to contribute to IHCP	28
Appendix 8:	Letter inviting professionals to attend a meeting to discuss/formulate an IHCP	29

**All forms are taken from the Medical Conditions at School Management Resource Pack published by the East Riding of Yorkshire Council and NHS.*

Rationale

Parents (1) have a responsibility to inform the academy if their child has a medical condition. Learners attending a Trust academy who have a medical condition will be fully supported to ensure they have equality of access to all aspects of a broad and balanced education.

Parents of children 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 on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

It is also the case that children'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 feel confident that the academy will provide effective support for their child's medical condition and that learners feel safe. In making decisions about the support provided the academy aims to establish relationships with relevant local health services to assist them in formulating individual healthcare plans.

In addition to the educational impacts, the academy recognises that there can be social and emotional implications associated with medical conditions. The learner may be self-conscious about their condition and this can impact on their emotional health and wellbeing. In particular, long-term absences due to health problems can affect a learner's achievement and impact on their ability to integrate with their peers. Reintegration back into academy will be supported to ensure that learners with medical conditions fully engage with learning and do not fall behind their peers when they are unable to attend school.

Short-term and frequent absences, including those for appointments connected with a learner's medical condition will be effectively managed and appropriate support put in place to limit the impact on the learner's achievement and emotional and physical wellbeing.

Some learners with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the academy will comply with their duties under that Act. Some learners may also have special educational needs (SEN) and have an Education Health Care Plan (EHCP) plan which brings together health and social care needs and their special educational provision. For learners with SEND, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice for Children and Young People aged 0 – 25 years.

For learners who have medical conditions that require an EHCP, compliance with the SEND Code of Practice ensures that the academy complies with the statutory elements of the guidance.

The needs of learners diagnosed with mental health conditions including those with Eating Disorders e.g. Anorexia Nervosa, Bulimia Nervosa will also be considered in line with this policy.

NB. All references to a parent or parents includes a carer or carers

Linked documents

This policy must be read in conjunction with DfE: Supporting Pupils at School with Medical Conditions. *Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England (DFE-00393-2014 September 2014).* This document replaces previous guidance on Managing medicines in Schools and Early Years settings published in 2005.

In addition, Trust and individual academy policies should also be referenced:

- Child Protection and Safe Working Practices Document
- SEND Policy
- First Aid Policy
- Health and Safety Policy
- Intimate Care Policy and Guidance
- Educational Visits Policy
- Single Equality Scheme
- Special Educational Needs and Disability (SEND) Code of Practice for Children and Young People aged 0 to 25. DFE-00205-2013.

Aims of the Policy

- To ensure that learners with medical conditions are properly supported so that they have full access to education, including academy trips and physical education
- To ensure that academy staff consult with health and social care professionals, learners and parents to ensure that the individual needs of any learner with medical conditions are met in order that they can play a full and active role in academy life, remain healthy and achieve their potential
- To ensure that arrangements are in place to support learners with medical conditions through the formulation of Individual Healthcare Plans (IHCP) allowing the learner to access and enjoy the same opportunities at school as any other learner
- To provide appropriate training for staff
- To ensure the whole academy community is aware of the policy
- To ensure that the learners and parents feel listened to and that the academy values their views.

Policy Implementation

- The Headteacher has overall responsibility for policy implementation
- All staff will be directed to the Confidential Information at the start of each academic year. This document gives details of all those learners who have individual needs. This is maintained by the SENDCO. *It is the professional responsibility of every individual member of staff to be aware of this information and changes to it during the academic year*
- In The Emotional Well Being Officer (primary academies) or the Student Pastoral / Support Teams (secondary academies) will ensure staff receive relevant information and regular updates regarding individual learners to ensure their needs are being met
- Any appropriate training for staff will be facilitated by the Senior Leadership Team with support from health professionals. The academy recognises that a First Aid certificate does not always constitute appropriate training in supporting learners with medical conditions
- The academy will take every possible action to ensure that cover arrangements are in place in the event of absence to ensure a member of staff who has received appropriate training is always available to support a learner with specific needs
- Risk assessments for academy visits and other academy activities outside of the daily timetable/curriculum will be undertaken in line with the Educational Visits Policy
- The academy will monitor the effectiveness of the (IHCP) and reviews of the plan should take place annually or if there is any change in the learner's condition. The Medicines in School Lead will take responsibility for the review of IHCP
- First Aid files are issued to all staff appropriately trained and are also kept in Reception and Student / Pastoral Support Team bases in each academy.

Procedures to be followed when notification is received that a learner has a Medical Condition

- In most circumstances it will be the parents who inform the academy that their child has a medical condition. The academy should make it clear to the learner and their parents that they

may need to liaise with other agencies in order to ensure the most appropriate support is provided for the learner

- The academy does not have to wait for a formal diagnosis before providing support to the learner, but in cases where a learner's medical condition is unclear, or where there is a difference of opinion, judgments will be made about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. If there is conflicting evidence some degree of challenge may be needed by the academy to ensure that the right support can be put in place for the learner
- When a learner with a known medical condition is joining the academy in EYFS or Year 7 both the EYFS Leader, Attendance Lead and Student Pastoral / Support Teams will liaise with the transitioning setting / school / academy as soon as they receive notification and attend any transition planning meetings. Trust academies fully support early transition planning. In other cases, such as a new diagnosis or where the learner is an In-year transfer every effort will be made to ensure that arrangements are put in place prior to enrolment, this may mean a delay beyond the 20 days to ensure the best interests of the learner are safeguarded
- The Attendance Lead, Medicines in School Lead and Student Pastoral / Support Teams (secondary academies) and Emotional Well Being Officer (primary academies) will liaise with the learner, parent and relevant healthcare professionals and where appropriate the Home Tuition Service (HTS) to support the learner where there has been a significant period absence. A Reintegration Plan may be required and this can be included in the IHCP.

Individual Health Care Plans (IHCP)

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the learner needs and how this will be provided. Individual Healthcare Plans are developed in partnership with the academy, parents, learners of all ages and healthcare professionals who can advise on the learner's individual case. The aim is to ensure that the academy knows how to support the learner effectively and to provide clarity about what needs to be done, when and by whom. IHCPs are likely to be helpful in the majority of cases, but it is possible that not all learners will require one. The academy will need to make judgements about how the learner's medical condition impacts on their ability to participate fully in academy life and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

The academy, learner, parent and relevant healthcare professionals should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the final decision, which is non-negotiable. The pathway for identifying and agreeing the support a learner needs and the development of an IHCP is shown in **Appendix 3**.

The IHCP template and all other documentation used in the Supporting Learners at School with Medical Conditions Policy and Procedures are contained in **Appendix 4**. The IHCP, **Form 1** will be used for all IHCPs to ensure consistency across the academy. The plan will be easily accessible to all who need to refer to it, while preserving the learner's confidentiality. The aim should be to capture the steps which the academy should take to help the learner manage their condition and overcome any potential barriers to getting the most from their education. The level of detail within the plan will depend on the complexity of the learner's condition and the degree of support needed. It is important to be aware that learners with the same health condition may require very different support.

The IHCP should include the following information:

- Who in the academy needs to be aware of the learner's condition and the support arrangements? Where confidentiality issues are raised by the parent or learner the names of designated staff that are to be entrusted with information about the learner's condition should be recorded on the IHCP. The Academy recognises that this can be a particularly sensitive

issue for those learners who have a mental health condition

- The learner's medical condition, signs and symptoms, any triggers and treatments
- The level of support needed whilst recognising that some learners will be able to, and would like to, take responsibility for their own health needs
- Clarity about who will provide support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional. All staff training should be recorded on **Form 8: Staff Training Record** (Appendix 9). The plan should include details of how care will be provided in the event of staff absences
- Details of any medication that the learner requires, including dose, side effects and storage. Parents should complete **Form 3: Parental Consent for academy to Administer Medicine** (Appendix 5) or **Supervise a Learner Self-medicating** and **Forms 5 and 6: Record of Medicine Administered to an Individual Learner including Supervision of Learners who are Self-medicating** (Appendix 6 and 7). If the learner is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- Details of any other treatments where this is used to manage their condition, this includes time, facilities, equipment, testing, access to food and drink e.g. learners with diabetes must always have access to food and drink, dietary requirements e.g. learners with nut allergies must not be exposed to nuts or nut products, environmental issues e.g. crowded corridors, travel time between lessons, allergies to latex
- Any specific support for the learners educational, social and emotional needs e.g. management of absences, reintegration, requirements for exam concessions, toileting
- Arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the learner can participate
- Procedures to follow in an emergency, including whom to contact, and contingency arrangements. Staff should refer to **Form 1: Contacting Emergency Services** (Appendix 2), should an ambulance be required. Some learners may have an emergency healthcare plan e.g. Asthma or Anaphylaxis which are provided by their lead health clinician and this could be used to inform development of their IHCP
- Home-to-school transport is the responsibility of the Local Authority, but it may be helpful to make reference to these arrangements in the IHCP particularly in relation to emergency procedures
- Where the child has a special educational need identified in an Education Health Care Plan (EHCP), the IHCP should be linked to or can become part of the EHCP
- Where a learner has SEND but does not have an EHCP, their special educational need will be referred to in their IHCP
- Responsibility for ensuring the IHCP is finalised and implemented rests with the school. The academy will record who has received a copy of the plan on the **Form 2 (Appendix 4)**
- IHCPs (and their review) may be initiated, in consultation with the parent, by a member of academy staff or a healthcare professional involved in providing care to the learner at any time if there is evidence that the learner's needs have changed. Annually in the summer term the learner, parents and health care professionals will be asked to review the plan in preparation for the new academic year

Roles and Responsibilities

Trust academies recognise that supporting a learner with a medical condition during academy hours is not the sole responsibility of one person. The academy's ability to provide effective support will rely on partnership working between academy staff, healthcare professionals and the learner and their parents.

The Trustees and Local Governing Body will:

- Ensure that the arrangements made by the Trust and each academy are sufficient to meet their statutory responsibilities and will ensure that policies, plans, procedures and systems are

properly and effectively implemented. This aligns with their wider safeguarding duties. They will ensure that the Trust Supporting Learners with Medical Conditions Policy and Procedures is reviewed regularly and is readily accessible to parents and Trust staff

- Ensure that arrangements are in place to support learners with medical conditions. They should allow the learner to access and enjoy the same opportunities at the academy as any other, recognising that the academy, health professionals and other support services need to work collaboratively to ensure that learners with medical conditions receive a full education
- Take into account that many of the medical conditions that require support at the academy will affect quality of life and may be life-threatening. The Board will ensure that the focus is on the needs of each individual learner and how their medical condition impacts on their school life
- Ensure that the Trust's arrangements give parents and learners confidence in our ability to provide effective support for medical conditions in each academy. The arrangements will show an understanding of how medical conditions impact on the learner's ability to learn, as well as increase their confidence and promote self-care
- Ensure that staff are properly trained to provide the support that the learner requires and are able to access information and other teaching support materials as required
- Ensure that arrangements are in place to support learners with allergies e.g. the catering team can meet the dietary needs of learners with food allergies including gluten free and nut free menus, adjustments to the curriculum e.g. Food Technology have separate equipment and work areas for those learners with a specific food allergy to reduce the risk of cross contamination

The Headteacher has overall responsibility for the development of IHCP and will:

- Delegate the development of IHCP to suitably trained members of staff whilst maintaining overall responsibility
- Ensure this policy is developed and effectively implemented and reviewed with partners. This includes ensuring that all staff are aware of the policy for supporting learners with medical conditions and understand their role in its implementation
- Ensure the staff who take a lead in implementing the policy, have access to relevant information, support material, training and sufficient time to fulfill their role in supporting learners with medical conditions
- Ensure staff that need to know are aware of the learner's condition and subsequent needs
- Ensure there are sufficient numbers of trained staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Ensure staff are appropriately insured with regards to support they provide to learners

Academy Staff:

- Should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support learners with medical conditions. A First Aid certificate does not always constitute appropriate training in supporting learners with specific medical conditions
- Any member of the academy staff may be asked to provide support to learners with medical conditions, including the administering of medicines, although they cannot be required to do so
- Teachers should take into account the needs of learners with medical conditions that they teach. It is the member of staff's responsibility to ensure they have accessed relevant and timely information about the learner
- Any member of academy staff should know what to do and respond accordingly when they become aware that a learner with a medical condition requires assistance

Academy Health Nurses:

- Each academy has access to the NHS School Health Nursing Service. The base, contact details and names of assigned nurses are detailed in Appendix 1b.

They:

- Are responsible for notifying the academy when a learner has been identified as having a medical condition which will require support in the academy. Wherever possible, they should do this before the learner starts at an academy within the Trust, though this is not always possible
- Will support relevant staff in implementing a learner's IHCP and provide advice and liaison, for example on training
- Can liaise with lead clinicians on appropriate support for the learner and associated staff training needs e.g. Specialist Health Teams who could provide anaphylaxis training
- Will be available to attend IHCP meetings with parents where learners are presenting with complex needs within school.

Learners with a medical condition are often best placed to provide information about how their condition affects them, though this will need to be appropriately managed especially for the youngest learners within the Trust, again the School Nurse team can offer guidance. The learner should ALWAYS be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHCP.

- Other learners may need to be given information that will ensure the learner with the medical condition is safe in the academy
- They should be aware of when and how to seek assistance if the learner is unwell. The learner with the medical condition should be made aware of the information provided to their peers.

Parents:

- Should provide the academy with sufficient and up-to-date information about their child's medical needs. In most cases they will be the first to notify the academy that their child has a medical condition. All parents must complete an Emergency Information Form for any learner who is diagnosed with asthma, diabetes, epilepsy or anaphylaxis. If we do not hold a copy on file then emergency guidance will be followed if necessary
- Should be involved in the development and review of their child's IHCP
- Should carry out any action they have agreed to as part of the IHCP implementation.

Staff Training and Support:

- Academy staff providing support to a learner with medical needs should have received suitable training. This will be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a learner with a medical condition and, therefore, extensive training may not be necessary. Staff who provide support to learners with medical conditions should be included in meetings where this is discussed.
- The relevant healthcare professional will assist the academy in identifying and agreeing the type and level of training required, and how this can be obtained. Academies may choose to arrange training themselves and should ensure this remains up-to-date
- Training should 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 an IHCP. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any IHCP). A First Aid certificate does not necessarily constitute appropriate training in supporting learners with medical conditions
- Whole academy awareness training will be provided where appropriate to ensure that all staff are aware of the Trust's policy for supporting learners with medical conditions and their role in implementing the policy
- Induction arrangements for new staff will include any training relevant to a learner's medical condition and subsequent needs

- The family of a learner with a medical condition can provide relevant information to the academy staff about how their child's needs can be met and the academy will ensure that both the parents and the learners are asked for their views. They can provide very specific advice, but should not be the sole trainer.

Learners Managing Their Own Medical Needs

The policy recognises that self-management of health needs and administration of medication by learners is good practice and the Trust will support this if all procedures are followed by the learner, parents and academy staff. However, we do recognise that within our Trust some of our younger or less able learners may require additional support or may not, initially, be able to self-manage.

- After discussion with parents, learners who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within their IHCP, **Form 2 (Appendix 4)**. Parents must complete **Form 5, Form 6** and **Form 7** and return this to the Medicines in School Lead prior to the learner bringing medication in to the academy. This should include details of the quantities of medication to be stored in the academy
- The medicines should be in their original containers and should include the prescriber's instructions
- All medicines and devices e.g. asthma inhalers should be clearly labelled with the learners name and date of birth
- Medicines should not be left in unattended bags
- Any duplicate medications stored in academy should be in their original container and should be clearly labelled with the learners name and date of birth. They will be stored in an identified location within each academy and will be accessible to the learner at all times via a member of staff
- Learners are responsible for administering their own medication at secondary academies under supervision, however, it should be stored in the identified location. Trained staff at each primary academy will be responsible for administering and storing medicines for learners at the primary academies. If the learner requires direct supervision from staff to administer their medication, this will be undertaken by a named First Aider or member of the Student Pastoral / Support Team. Staff should record this on **Form 5: Record of Medicine Administered to an Individual Learner Including Supervision of Learners who are Self-Medicating**
- In the event of a learner refusing to take medication or carry out a procedure as requested by parents or included in their IHCP, academy staff will not force them to do so. The refusal will be documented and parents will be informed as soon as possible to allow alternative arrangements to be made
- The reception staff will take responsibility at the end of each term for ensuring parents collect medication and ensure it remains appropriate. The reception team will notify the Medicines in School Lead (secondary academies) / Emotional Well Being Officer (primary academies) or Academy Attendance Lead, should the medicine not return to academy for the start of the new term.

Managing Medicines on Academy Premises

Prescribed medicines should only be administered in the academy when it would be detrimental to the learner's health or academy attendance not to do so. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

No learner under 16 should be given prescription or non-prescription medicines without their parent's written consent **Forms 3, 5, 6 and 7** – except in exceptional circumstances where the medicine has been prescribed to the learner without the knowledge of the parents. In such cases, every effort should be made to encourage the learner to involve their parents while respecting their right to confidentiality. Where the parental consent cannot be obtained the academy should seek advice from the academy Health Nurse.

Prescribed Medicines

- Where clinically possible prescribed medicines should only be brought in to academy (or on academy activities) when essential.
- Parents of pupils at primary academies must bring all medication to the Academy Office and complete Form 3 (Appendix 5). In some cases the learner will have an ICHP and included within this will be details of the medication required. Parents must complete **Forms 7 (Appendix 8)** and return to the Medicines in School Lead (secondary academies)/ Academy Office (primary academies) or Academy Attendance Lead (secondary academies).
- Medicines should be labelled with the learners full name be in - date and in the original container as dispensed by a pharmacist. Instructions from the prescriber including administration, dosage and storage should also be provided. The exception to this is insulin which must still be in date, but the academy understands will generally be provided for academy storage inside an insulin pen or a pump, rather than in its original container.
- Prescribed medicines will be stored in a designated location. They will be stored in a daily medication basket, in a refrigerator if necessary
- Medicines-and Epipens will be stored in the designated location and learners and parents will be made aware of this. Medications will be available to learners throughout the academy day. Asthma inhalers will be kept in the pupil's classroom (primary academies) or with the learner (secondary academies)
- Medications that require refrigeration e.g. insulin, will be stored in the fridge in the designated location, if appropriate – labelled as per other medicines
- When outside of the academy premises e.g. academy trips the named First Aider will be responsible for the safe storage of any medications and these details will be included on the risk assessment
- It is the learner's responsibility to collect their medication at the correct time. The administration of the medicine will be recorded by academy staff using **Forms 6 and 7**
- In the event of a learner refusing to take prescribed medication as requested by parents, academy staff will not force them to do so. The refusal will be documented and parents will be informed as soon as possible to allow alternative arrangements to be made.

Non Prescribed Medicines

The academy does not provide non-prescription medicines for use by learners and we do not advocate learners carrying self-medicated drugs on their person within the academy day. However, if the parent wishes for the academy to administer non – prescribed medication to a child at a primary academy, then this can be done, provided the parent has completed Form 3 (Appendix 5).

Controlled Drugs

- A controlled drug is a prescribed medication and therefore all of the above procedures should be followed
- The learner who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but the academy would prefer to store the controlled drug in the locked non – portable cupboard in the designated location on each site. The medication would be made available to the learner in line with the completed **Forms 2, 3, 5, 6 and 7**
- The learner and parents must be aware that should the learner pass the controlled drug to another learner for their own use this constitutes an offence and the Academy's Drug and Substance Misuse Policy and Behaviour Policy would apply
- When no longer required, all medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency Procedures

- Where a learner has an IHCP, this will clearly define what constitutes an emergency and

explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other learners in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. This is appropriate for even the youngest members of our academy community

- Should an ambulance be required staff must follow the instructions on **Form 1 (Appendix 2)**
- If a learner needs to be taken to hospital, a member of the Student Pastoral Support Team (secondary academies) or Learning Assistant (primary academies) will remain with the learner until the parent arrives to collect them or if the learner is to be transferred to hospital via an ambulance and the parents are unable to accompany them the member of staff should do so with the agreement of a Senior Leader
- Staff should not normally take learners to hospital in their own cars. However, if it is necessary, following the agreement of a Senior Leader, the driver should be accompanied by another member of staff and must have the appropriate business insurance for their vehicle

Trips and Activities

- Risk assessments should be undertaken prior to any academy visit and if appropriate these will form part of the learners IHCP
- The Trust strongly recommends that learners who require emergency medication e.g. asthma inhalers and Epipens carry them on their person at all times (secondary academy students) and provide a duplicate which will be stored in school
- First Aid cover is available at all times, including academy trips. There is a list of First Aiders held in the Reception / Main Office areas on all sites
- Trust academies supports learners with medical conditions to participate in academy trips and visits, or in sporting activities and not prevent them from doing so
- Staff (Trip Leaders) will be made aware of how a learner's medical condition will impact on their participation. There should be enough flexibility for all learners to participate according to their own abilities and with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible
- A named person will be responsible for the learner and if necessary the safe storage of any medicines. In most cases this will be the First Aider. In extreme cases the parent may be invited to attend the visit to facilitate. Risk assessments will be carried out ensure planning arrangements will take account of any steps needed to ensure that learners with medical conditions are included. Trust academies will consult with parents and learners and seek advice from the relevant healthcare professional to ensure that learners can participate safely.

Hygiene and Infection Control

- Staff have access to protective disposable gloves. These are stored in all First Aid Boxes / Bags
- Any soiled material will be disposed of in yellow clinical waste bags, contained in the Physical Management Areas / designated hygiene locations
- Any affected areas will be cleaned using approved products
- Trust academies provide Physical Management Areas / designated hygiene locations with access to running water.

Long Term Medical Needs

Learners with long-term medical needs will be supported in the academy. If appropriate an Individual Health Care Plan - Care Plan will be formulated with information specific to that learner.

The following section of the policy gives a summary of the four main life threatening medical conditions seen in academies and procedures for managing them. All relevant documentation (Appendix 3 – 9) will be completed where appropriate.

Asthma

- The parent or the school health nurse should inform the academy if a learner has asthma
- A record of all learners with asthma is kept in the academy and is updated regularly as required
- All staff are made aware of emergency procedures for managing an asthma attack, on a biannual basis during training
- All learners suffering from asthma are encouraged to keep their inhalers with them at all times at (secondary academies) / in their classroom (primary academies)
- The inhaler should be clearly labelled with the learner's name, date of birth and class (primary academies) / tutor / teaching group (secondary academies)
- For those learners with significant asthma, an emergency healthcare plan should be provided by a health care professional; this will be included within the IHCP and must be stored with any duplicate medication in the designated location
- If the learner requires supervision when self-medicating this will be recorded by the First Aider/Office staff on scene using **Forms 5 and 6**.

Epilepsy

- The parent or the school health service should inform the academy if a learner has epilepsy
- A record of learners with epilepsy is kept and is updated regularly or as required by the Healthcare Adviser
- All staff are made aware of emergency procedures for managing an epileptic seizure on a biannual basis through training
- Learners with epilepsy should have an emergency healthcare plan provided by a health care professional. This will be included within the IHCP and must be stored with any medication in the designated location.
- Any emergency medication, must be clearly labelled and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training (**Form 8**) in its use in these circumstances a **Forms 3, 5 and 6** should be completed by the parent and returned to the Medicines in School Lead (secondary academies)/ Office Staff (primary academies) to forward to the Academy Lead
- The supervision or administration of medication to the learner will be recorded by the First Aider on **Form 6**.

Anaphylaxis

- The parent or the school health service should inform the academy if a learner has anaphylaxis
- A record of all learners with anaphylaxis is kept in each academy and is updated regularly or as required by the Healthcare Adviser
- All staff are made aware of emergency procedures for managing anaphylaxis on a biannual basis through training
- The learner at each academy should carry their emergency medication e.g. Epipen, with them at all times; it should be clearly labelled with the learner's name, date of birth and class (primary academies) or tutor / teaching group (secondary academies). Epipens are kept in the Academy Office (primary academies)
- Learners with anaphylaxis should have an emergency healthcare plan provided by a healthcare professional. This will be included within the IHCP and must be stored with any medication in the designated location. This should be clearly labelled with the learner's name, date of birth and class (primary academies) or tutor / teaching group (secondary academies) and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training (**Form 8**) in its use. In these circumstances a **Forms 3, 5 and 6** should be completed by the parent and returned to the Medicines in School Lead (secondary academies) / Office Staff (primary academies) to forward to the Academy Attendance Lead
- The supervision or administration of medication to the young person will be recorded by the

First Aider on **Forms 5 and 6**.

Diabetes

- The parent or the school health service should inform the academy if a learner has diabetes
- A record of all learners with diabetes is kept in each academy and is updated regularly or as required by the Healthcare Adviser
- All staff are made aware of emergency procedures for managing diabetic emergencies on a biannual basis through training
- Any emergency medication e.g. glucose tablets should be carried by the learner (secondary academies) at all times. They should have access to food and drink at all times. Medication and food and drink for primary academy pupils with diabetes will be kept in the Academy Office.
- Learners with diabetes should have an emergency healthcare plan provided by a healthcare professional. This will be included within the IHCP and must be stored with any medication in the designated location or EYFS area (in fridges provided where appropriate). This must be clearly labelled with the learner's name, date of birth and class (primary academies) or tutor / teaching group (secondary academies) and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training (**Form 8**) in its use. In these circumstances a **Forms 3, 5 and 6** should be completed by the parent and returned to the Medicines in School Lead (secondary academies) / Emotional Well Being Officer (primary academies) or Academy Attendance Lead
- The supervision or administration of medication to the learner will be recorded by the First Aider on **Forms 5 and 6**.

Appendix 1

Secondary academy role titles

Title used in policy	Title in individual academies	
Student Pastoral Support Team*	Hessle High	Student Support Team
Medicines in School Lead	Hessle High	Physical Intervention Manager
Attendance Lead	Hessle High	Attendance and Welfare Manager
SENDCO	Hessle High	SENDCO

Appendix 1b. NHS School Health Nursing Service details for each academy

Academy	School Nurse Base	Contact Number	Named School Nurse for 2018 – 2019*
Hessle High	Hessle High Student Services	01482 648604 Extension 4222	Mrs Anne Hanning

Appendix 1c. Storage location of duplicate medication

Academy	Storage Location
Hessle High	Main Reception

Appendix 2:

FORM 1

CONTACTING EMERGENCY SERVICES

PROMPT SHEET

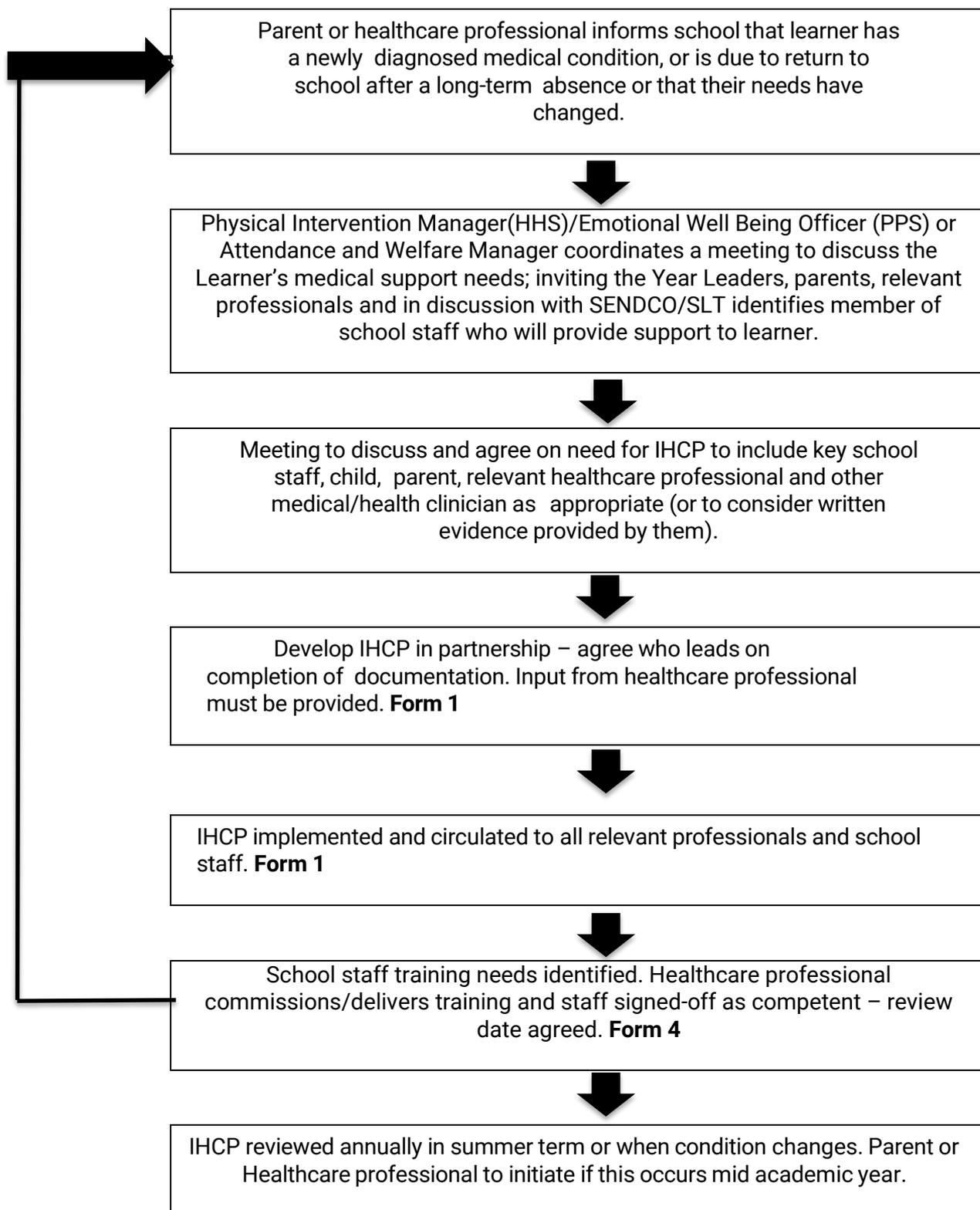
REQUEST FOR AN AMBULANCE

- Dial 999.
- Ask for ambulance.
- Be ready with the following information.
- Speak clearly and slowly and be ready to repeat information if asked.

1	Your name	
2	Your telephone number	
3	Give your location (insert school address)	
4	State that the postcode is	
5	Give exact location in the school (insert brief description)	
6	Give name and age of child	
7	Give a brief description of child's symptoms	
8	Inform Ambulance Control of the best entrance and state that the crew will be met and taken to (locality of incident)	

Signature	Date
Job Title	Time

Appendix 3: Pathway for formulation of an Individual Healthcare Plan (IHCP) in Trust academies



Appendix 4:**The Consortium Academy Trust: Individual Healthcare Plan**

Name of Learner	
Date of Birth	
Tutor / Teaching Group	
Home Address	
Medical diagnosis or condition	
Date / Review date	

Family Contact Information

Contact 1		Contact 2
Name		
Relationship to Learner		
Contact Number(s) Home		
Mobile		
Work		
Contact 2		
Name		
Relationship to Learner		
Contact Number(s) Home		
Mobile		
Work		

Health Professionals

Health Professional 1:	
Name	
Role	
Contact number	
Health Professional 2:	
Name	
Role	
Contact number	

School Staff	
--------------	--

Describe medical needs and give details of learner's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the learner's educational, social and emotional needs

Arrangements for school visits/trips etc.

Any other relevant information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Staff training needed/undertaken – who, what, when

Plan developed with:

Learner signature Date

Name of person with parental responsibility

Relationship to learner

I agree to update the school immediately with any changes to my child's medical circumstances

Please tick box

Signature Date

School Staff

Name Role

Signature Date

Name Role

Signature Date

Health Professional

Name Role

Signature Date

Name Role

Signature Date

Form copied to:

Appendix 5: Parental Agreement for School to Administer Prescribed Medicine (Primary Academies Only)

FORM 3

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICINE

The school will not give your child their prescribed medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of Child	
Group/class/form	
Date of birth	
Medical diagnosis or condition	

MEDICINE

Name/type of medicine (as described on the container)

WHEN TO BE GIVEN

Dosage	
Any other instructions	
Expiry date of medication	

Medicines must be in the original container as dispensed by the pharmacy

Agreed review date to be initiated by (name of member of staff)	
Special precautions	
Are there any side effects that the school needs to know about?	
Self-administration (Asthma only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Procedures to take in an emergency	
Name and telephone number of GP	

CONTACT DETAILS

Contact name	
Daytime telephone/mobile	
Relationship to child	
Address	
Any other information?	

I give consent for school staff to administer the above mentioned prescribed medication to my child. I understand that I must deliver the medicine personally to (agreed member of staff).

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school in writing of any changes in my child's condition/medication.

Parent/guardian signature	Date
---------------------------	------

If more than one prescribed medicine is to be given a separate form should be completed for each prescription.

Appendix 6: Record of Long Term Prescribed Medicine Administered To an Individual Child

FORM 5

RECORD OF LONG TERM PRESCRIBED MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of school/setting	
Name of child	
Date medicine provided by parent/guardian	
Group/class/form	
Quantity and date received	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	

Quantity and date returned (School's use only)	
--	--

..... will be given/supervised whilst he/she takes their medication by
 (name of member of staff).

This arrangement will continue until the end date of course of medicine/until instructed by parents/guardians.

Parent/guardian signature	Date
Relationship to child	
Staff signature	Date
Role	

Week commencing:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

	Week commencing:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

	Week commencing:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

	Week commencing:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

	Week commencing:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

	Week commencing:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Time given					
Dose given					
Staff initials					

Appendix 8:

FORM 7

PARENTAL CONSENT FOR CHILD TO CARRY HIS/HER OWN PRESCRIBED MEDICINE

(OPTIONAL FOR SECONDARY SCHOOL USE)

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff has concerns, they should discuss this request with healthcare professionals

Name of school/setting	
Name of child	
Group/class/form	
Address	
Name and strength of medicine	

Procedures to be taken in an emergency

CONTACT INFORMATION

Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her prescribed medicine on him/her for use as necessary.

Parent/guardian signature	Date
Relationship to child	

If more than one medicine is to be given a separate form should be completed for each one.

Appendix 9:

FORM 8

ADMINISTRATION OF PRESCRIBED MEDICINES STAFF TRAINING RECORD

Name of school/setting	
Name of staff member	
Type of training received	
Date of training completed	
Training provided by	(Profession and title)

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated/reviewed (please state how often).

Trainer's signature	Date
---------------------	------

I confirm that I have received the training detailed above.

Staff signature	Date
-----------------	------

Appendix 10:

The Consortium Academy Trust: Inviting Parents to Contribute to Individual Healthcare Plan Development - Template Letter (Individual academy letters may vary)

Dear Parent / Carer

Thank you for informing us of your child's medical condition. I am writing to confirm details of the forthcoming meeting to discuss their individual healthcare plan. I enclose a copy of the Trust's Supporting Learners at School with Medical Conditions Policy and Procedures which you may find helpful.

A central requirement of this policy is for an Individual Healthcare Plan to be prepared, setting out what support your child needs and how this will be provided. Individual Healthcare Plans are developed in partnership with the school, parents, learners and 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.

Individual Healthcare Plans are likely to be helpful in the majority of cases, but it is possible that not all learners with medical needs will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

A meeting to discuss the process of developing an Individual Healthcare Plan for your child has been scheduled for xx/xx/xx and will take place in school at 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 involve [name school and professional attendees]. Please let us know if you would like us to invite any other professionals who are involved with your child's care and provide any other evidence you would like us to consider at the meeting. It may be helpful for you to complete the attached individual healthcare template prior to the meeting.

Please contact me by email or telephone if you wish to discuss the content of this letter further.

Yours sincerely

Appendix 11:

The Consortium Academy Trust: Inviting Professionals to Attend a Meeting to Discuss/Formulate an Individual Health Care Plan - Template Letter (Individual academy letters may vary)

Dear

Name of Learner _____

DoB _____

I would like to invite you to attend a forthcoming meeting to discuss an Individual Healthcare Plan for the above named learner.

The meeting will take place at (Academy address) on x/xx/xx at xx:xx.

The Consortium Academy Trust has a policy for supporting learners at school with medical conditions and a central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support the learner will require and how this will be provided. Individual Healthcare Plans are developed in partnership with the school, parents, learners and healthcare professionals who can advise on the learner's individual needs. The aim is to ensure that we know how to support the learner effectively and to provide clarity about what needs to be done, when and by whom.

Individual Healthcare Plans are likely to be helpful in the majority of cases, but it is possible that not all learners will require one. We will need to make judgements about how the learner's medical condition impacts on their ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

I hope that this date is convenient for you and would be grateful if you could confirm whether you are able to attend.

Yours sincerely