

St Anne's Academy

Medical Policy

Reviewed and approved by	Endorsed by (if appropriate)	Date of next review
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Medical Policy

Academy Mission Statement

Faith

We keep Christian values at the centre of everything we do.

Ambition

We strive to achieve our best.

Multicultural

We strive to be accepting and supportive of all students and staff and value each and every individual.

Independence

To take responsibility for our own learning.

Lifelong Learners

Developing knowledge and skillset in preparation for life as a global citizen.

Your Future

Nurturing self-esteem to equip individuals with the skills and values for a successful future.

The Academy Mission Statement was created by Academy Student Leadership Representatives in November 2015.

This policy, and its associated procedures and protocols, is based on these key principles.

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1. The Academy is an inclusive community that aims to support and welcome students with medical conditions

- The Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions
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- The Academy aims to provide all children with all medical conditions the same opportunities as others at Academy.
- Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the Academy to help them do this.
- Parents of students with medical conditions feel secure in the care their children receive at the Academy.
- The Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- The Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the common medical conditions that affect children at the Academy. Staff receive training on the impact this can have on students.
- The medical conditions policy is understood and supported by the whole Academy and local health community.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

- i. Students are informed and regularly reminded about the medical conditions policy in personal, social and health education (PSHE) classes or Science lessons, where appropriate.
- ii. Parents are informed and regularly reminded about the medical conditions policy:
 - by including the policy on the website
 - at the start of the Academy year when communication is sent out about Healthcare Plans
 - when their child is enrolled as a new student

- iii. Academy staff are informed and regularly reminded about the medical conditions policy:
 - at scheduled medical conditions training
 - through the key principles of the policy being displayed in several prominent staff areas at the Academy
 - all supply and temporary staff are informed of the policy and their responsibilities.

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at the Academy

- i. All staff at the Academy are aware of the most common serious medical conditions at the Academy.

Action for staff to take in an emergency is displayed in prominent locations for all staff including classrooms, kitchens and department offices.

All staff who work with groups of students at the Academy receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for all staff regularly. This includes:

- a. how to contact emergency services and what information to give
 - b. who to contact within the Academy.
- ii. Staff at the Academy understand their duty of care to students in the event of an emergency. In an emergency situation Academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
 - iii. The Academy uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
 - iv. The Academy has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
 - v. If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy tries to ensure that the staff member will be one the student knows.
- ii. Generally, staff should not take students to hospital in their own car.

5. The Academy has clear guidance on the administration of medication at the Academy

i. Administration – emergency medication

All students at the Academy with medical conditions have **easy access to their emergency medication**.

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

ii. Administration – general

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at the Academy.

The Academy understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

There are several members of staff at the Academy who have been specifically contracted to administer medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the **written** consent of the student's parent.

Training is given to all staff members who agree to administer emergency medication to students, where specific training is needed.

All Academy staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents at the Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately.

If a student at the Academy refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

iii. Administration during transport

If a student at the Academy needs supervision or access to medication during home to Academy transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as Academy staff, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

iv. Administration during off-site visits

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available the Academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

v. Misuse of medication

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the Academy's usual disciplinary procedures.

7. The Academy has clear guidance on the storage of medication at Academy

i. Safe storage – emergency medication

Emergency medication is readily available to students who require it at all times during the Academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Most students at the Academy carry their emergency medication on them at all times. Students keep their own emergency medication securely. They are reminded to carry their emergency medication with them.

Students, whose healthcare professionals and parents advise the Academy that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

ii. Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

iii. Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at Academy.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

Three times a year the identified member of staff checks the expiry dates for all medication stored at the Academy.

The identified member of staff, along with the parents of students with medical conditions, ensures that all medication brought in to the Academy is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication for students at the Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.

All medication is sent home with students at the end of the Academy year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into Academy on the first day of the new academic year.

iv. Safe disposal

Parents at the Academy are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the Academy year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. All Sharps boxes in the Academy are stored in a locked cupboard in the First Aid room.

If a Sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the Academy.

Collection and disposal of Sharps boxes is arranged with the local authority's environmental services.

8. Record Keeping

i. Admission forms

Parents at the Academy are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each Academy year. Parents of new students starting at other times during the year are also asked to provide this information on admission forms.

ii. Healthcare Plans

The Academy uses a Healthcare Plan to record important details about individual children's medical needs at the Academy, their triggers, signs, symptoms, medication and other treatments. See Appendix 1 – Form 1

This Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition.

This is sent:

- at admission
- when a diagnosis is first communicated to the Academy.

If a student has a short-term medical condition that requires medication during Academy hours, a medication form is sent to the student's parents to complete.

The parents, healthcare professional and student with a medical condition are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the Academy.

The Academy ensures that a relevant member of Academy staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

iii. Academy Medical Needs register

Medical forms are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at the Academy.

The responsible member of staff follows up with the parents any further details on a student's medical form required or if permission for administration of medication is unclear or incomplete.

iv. Ongoing communication and review of Healthcare Plans

Parents at the Academy are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at the Academy use opportunities such as teacher–parent interviews and planners to check that information held by the Academy on a student's condition is accurate and up to date.

Every student with a detailed Healthcare Plan at the Academy has their plan discussed and reviewed at least once a year.

v. Storage and access to Healthcare Plans

Parents and students at the Academy are provided with a copy of the student's current agreed Healthcare Plan.

Healthcare Plans are kept in the First Aid room and on the staff shared drive.

All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.

The Academy seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during Academy hours or at an Academy activity outside the normal Academy day. This permission is included on the Healthcare Plan.

The Academy seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement. (see Data Protection Policy)

9 Use of Healthcare Plans

i. Healthcare Plans are used by the Academy to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at the Academy that bring on symptoms and can cause emergencies. This information is used to reduce the numbers of foreseeable triggers.
- ensure the Academy's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at the Academy for their child is within its expiry dates. This includes spare medication.

ii. Consent to administer medicines

If a student requires prescribed or non-prescribed medication at the Academy, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication if required. A separate form is sent to parents for students taking short courses of medication.

If a student requires regular/daily help in administering their medication then the Academy outlines the Academy's agreement to administer this medication on the student's Healthcare Plan. The Academy and parents keep a copy of this agreement.

Parents of students with medical conditions at the Academy are all asked at the start of the Academy year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

iii. Residential visits

Parents are sent a residential visit form to be completed and returned to the Academy shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during Academy hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-Academy hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.

All parents of students with a medical condition attending an Academy trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

vii. Other record keeping

The Academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

viii. Training

The Academy holds training on common medical conditions regularly.

The Academy keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

10. The Academy ensures that the whole Academy environment is inclusive and favorable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

i. Physical environment

The Academy is committed to providing a physical environment that is accessible to students with medical conditions.

The Academy's commitment to an accessible physical environment includes out-of-Academy visits. The Academy recognises that this sometimes means changing activities or locations.

ii. Social interactions

The Academy ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after Academy.

The Academy ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended Academy activities such as Academy discos, breakfast club, Academy productions, after Academy clubs and residential visits.

All staff at the Academy are aware of the potential social problems that students with medical conditions may experience.

Staff use this knowledge to try to prevent and deal with problems in accordance with the Academy's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

iii. Exercise and physical activity

The Academy understands the importance of all students taking part in sports, games and activities.

The Academy ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

The Academy ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

The Academy ensures all PE teachers, classroom teachers and Academy sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

The Academy ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

The Academy ensures all students with medical conditions are actively encouraged to take part in out-of-Academy clubs and team sports.

iv. Education and learning

The Academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student is missing a lot of time at the Academy, they have limited concentration or they are frequently tired, all teachers at the Academy understand that this may be due to their medical condition.

Teachers at the Academy are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The Academy's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their Academy work is properly considered.

The Academy ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Students at the Academy learn about what to do in the event of a medical emergency.

v. Residential visits

Risk assessments are carried out by the Academy prior to any out-of-Academy visit and medical conditions are considered during this process. Factors the Academy considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

The Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Risk assessments are carried out before students start any work experience or off-site educational placement. It is the Academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

11. The Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks.

- i. The Academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at the Academy and on out-of-Academy visits.
- ii. Full health and safety risk assessments are carried out on all out-of-Academy activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.
- iii. The Academy reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the Academy's policy and procedures are implemented after each review.

12. Each member of the Academy and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

The Academy works in partnership with all interested and relevant parties including the Academy's governing body, all Academy staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at the Academy. These roles are understood and communicated regularly.

12.1 Employer

The Academy's employer has a responsibility to:

- i. ensure the health and safety of their employees and anyone else on the premises or taking part in Academy activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ii. ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- iii. make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- iv. provide indemnity for staff who volunteer to administer medication to students with medical conditions.

12.2 All Academy staff

All staff at the Academy have a responsibility to:

- i. be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- ii. understand the Academy's medical conditions policy
- iii. know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- iv. allow all students to have immediate access to their emergency medication
- v. maintain effective communication with parents including informing them if their child has been unwell at Academy
- vi. ensure students who carry their medication with them have it when they go on a Academy visit or out of the classroom
- vii. be aware of students with medical conditions who may be experiencing bullying or need extra social support
- viii. understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ix. ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- x. ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

12.3 Teaching staff

Teachers at the Academy have a responsibility to:

- i. ensure students who have been unwell catch up on missed Academy work
- ii. be aware that medical conditions can affect a student's learning and provide extra help when students need it
- iii. liaise with parents, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition

- iv. use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.
- 12.4 First aider
- First aiders at the Academy have a responsibility to:**
- i. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the Academy
 - ii. when necessary ensure that an ambulance or other professional medical help is called.
- 12.5 Special educational needs coordinators
- Special educational needs coordinators at the Academy have the responsibility to:**
- i. help update the Academy's medical condition policy
 - ii. know which students have a medical condition and which have special educational needs because of their condition
 - iii. ensure students who have been unwell catch up on missed Academy work
 - iv. ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.
- 12.6 Pastoral support/welfare officers
- The pastoral support/welfare officer at the Academy has the responsibility to:**
- i. help update the Academy's medical conditions policy
 - ii. know which students have a medical condition and which have special educational needs because of their condition
 - iii. ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- 12.7 Students
- The students at the Academy have a responsibility to:**
- i. treat other students with and without a medical condition equally
 - ii. tell their parents, teacher or nearest staff member when they are not feeling well
 - iii. let a member of staff know if another student is feeling unwell
 - iv. let any student take their medication when they need it, and ensure a member of staff is called
 - v. treat all medication with respect
 - vi. know how to gain access to their medication in an emergency
 - vii. if mature and old enough, know how to take their own medication and to take it when they need it
 - viii. ensure a member of staff is called in an emergency situation.

12.8 Parents

The parents of a child at the Academy have a responsibility to:

- i. tell the Academy if their child has a medical condition
- ii. ensure the Academy has a complete and up-to-date Medical Form and Healthcare Plan if needed for their child
- iii. inform the Academy about the medication their child requires during Academy hours
- iv. inform the Academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-Academy activities
- v. tell the Academy about any changes to their child's medication, what they take, when, and how much
- vi. inform the Academy of any changes to their child's condition
- vii. ensure their child's medication and medical devices are labelled with their child's full name
- viii. provide the Academy with appropriate spare medication labelled with their child's name
- ix. ensure that their child's medication is within expiry dates
- x. keep their child at home if they are not well enough to attend Academy
- xi. ensure their child catches up on any Academy work they have missed
- xii. ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- xiii. ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.