

Alexandra Academy Trust

Supporting Children with Medical Needs Policy



If you need this in an alternative format
please contact the Alexandra Academy Trust.

For approval by the Curriculum committee	Summer 2022
For Review	Summer 2025

Signed _____ (Chair of Curriculum committee)

Dated _____

Supporting Children with Medical Needs Policy

Trust Mission statement

‘Working together to create better futures’

Overview

Some children may enter the Alexandra Academy Trust with established medical needs; others may be diagnosed during their time at the Academy Trust. Some children may experience ill health at some point during their time at the Academy Trust and others may have an ongoing medical condition that potentially impairs their ability to access education within the Academy Trust.

At the Alexandra Academy Trust we aim to ensure that we are able to support children with medical conditions, in the terms of both physical and mental health effectively and to allow them access to all areas of Academy life and be able to reach their full potential.

When reference is made in this policy to the ‘Academy’ this means the Academy, Day Nursery or Pre-school, or Nursery setting where the child with medical needs is registered.

Role of the Local Governing Board

- Ensure arrangements are in place to support children with medical conditions and that they have equality of access to all areas of Academy life
- Ensure that the focus is on the need of each individual child and how their medical conditions impacts on Academy life
- Ensure arrangements give parents/carers/guardians and children’s confidence in the Academy’s ability to provide effective support for medical conditions
- Ensure arrangements reflect an understanding of how medical conditions impact on a child’s ability to learn, as well as increase their confidence and promote self-care
- Ensure staff are properly trained to provide the support the child’s needs
- Ensure children with medical conditions are not denied admission because of medical conditions

Role of the Principal

- Ensure a policy is developed and effectively implemented
- Ensure all staff are aware of the policy for supporting children with medical needs
- Ensure staff are informed of a child with medical needs

- Ensure sufficient trained numbers of staff are available to implement the policy
- Overall responsibility for the development of Individual Health Care Plans (see Appendix A)
- Ensure staff are appropriately insured

Responsibilities

- Ensure staff are suitably trained
- Make sure relevant staff are aware of a child's medical condition
- Ensure cover arrangements are in place for staff absence
- Ensure supply teachers are made aware of a child's medical condition (see Medical Conditions List and, if appropriate Individual Health Care Plan)
- Ensure the completion of risk assessments for day visits, residential visits, swimming etc
- Monitor Individual Health Care Plans
- Monitor the Education and Health Care Plan

The Role of Academy Staff

- Implement the actions required in the Individual Health Care Plan
- Ensure they know how to respond accordingly when they become aware that a child with a medical condition requires assistance

The Role of Health Care Professionals

- Notify the Academy when a child has been identified as having a medical condition
- Support staff in implementing Individual Health Care Plans
- Provide advice and liaison with relevant staff

The Role of the Children

- Be fully involved in discussions about their medical support as appropriate to their age and maturity
- Contribute to the development of and comply with their Individual Health Care Plan

The Role of the Parents/Carers

- Inform the Academy that a child has been newly diagnosed and provide a medical letter to confirm the diagnosis.
- Provide the Academy with up to date information
- Be fully involved in the development of Individual Health Care Plans

- Ensure equipment and medication needed are provided
- Complete the form 'Request for the Academy to Administer Medication' (see Appendix B)

Staff Training and Support

- Any member of Academy staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so
- Any member of staff providing support for a child with medical conditions will have access to appropriate training
- On notification of a child with a medical condition the SEN Leads will ensure that a designated and appropriately trained person is allocated to support the child
- The SEN Leads will liaise with health professionals to source appropriate training
- Training for dispensation of medication will be given in compliance with the Academy Trust's medicines section of this policy

Children's Role in Managing their own Medical Needs

After discussion with parents/carers/guardians, for children who are competent at managing their own health needs and medicines, alternative arrangements will be made to allow them to:

- Manage their own medication and procedures
- Ensure they are able to access their medication quickly and easily

Managing Medicines on Academy Premises

Medicines must only be administered on Academy premises when it would be detrimental to a child's health or attendance not to do so.

- Medicines **must not** be given without written parental consent
- A child under 16 **must not** be given medicine containing aspirin unless prescribed by a doctor
- Medication for pain relief must not be administered without checking maximum doses and when the previous dose was taken
- Medicines which are not prescribed, out of date, unlabelled, without administration instructions, or **not in their original container** will **not** be accepted into the Academy
- All medicines to be securely stored in locked cupboards
- Children must know where their medication is at all times and be able to access it immediately

- Medicines and devices such as asthma inhalers and blood glucose testing meters must always be readily available to children and not locked away
- Keep controlled drugs securely in a non-portable container which can only be accessed by named staff
- Keep records of all medicines administered (see Appendix C) as per the retention guidelines

Emergency Procedures

For children with Individual Health Care Plans the plan must clearly define what constitutes an emergency and the procedures to follow. If a child needs to be taken to hospital, staff must remain with the child until the parent/carer/guardian arrives. If an ambulance is called and the child is taken to the hospital, the duty of care will transfer to the emergency services.

Attendance

Some medical conditions may restrict the child's attendance. Where this is the case, the Academy will implement procedures to ensure that no child falls behind in their education.

For some children with medical conditions there may be periods of long term absence. In order to support the child's educational, mental and emotional well-being arrangements will be made to support reintegration into the Academy.

Procedure to follow on Notification of a Child with a Medical Condition

- Parents/carers/guardians or healthcare professional informs their Academy that a child has been newly diagnosed, or is due to attend the Academy, or is due to return to the Academy after a long-term absence, or that medical needs have changed
- Principal or SEN Leads, co-ordinate a meeting to discuss the child's medical support needs; and identifies member of the Academy staff who will provide support to the child
- A meeting takes place to discuss and agree on need for Individual Health Care Plan to include key Academy staff, child, parent/carer, relevant Healthcare Professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)
- An Individual Health Care Plan is developed in partnership with parents/carers (see Appendix A)
- An agreement is made on who will lead on writing the Individual Health Care Plan with input from Healthcare Professionals
- Academy staff training needs are identified
- Healthcare professional commissions/delivers training, as appropriate, and staff are signed off as competent with agreed review date

- Individual Health Care Plan is implemented and circulated to all relevant staff
- Individual Health Care Plan is reviewed annually or when condition changes
- Parent/carer/guardian and/or Healthcare Professional informs the Academy of any changes which require new provision to be made

Individual Health Care Plans

- Developed in conjunction with SEN Leads, class teacher, parents/carers/guardians, child and medical professionals
- Description of the medical condition, its signs, triggers, symptoms and treatments
- The child's resulting needs including medication and other treatments, time facilities, equipment, testing access to food and drink and where this is used to manage their condition, dietary requirements and environmental issues
- Specific support for child's educational, social and emotional needs
- The level of support needed, including in an emergency
- Who will provide the support and their training needs
- List who needs to be made aware of a child's medical condition
- Written permission from parents/carers/guardians and the Principal for medication to be administered by staff or self-administered by the child
- Arrangements for Academy visits or other activities outside of the normal Academy timetable that will ensure the child can participate (i.e. risk assessments)
- A plan of the action that needs to be taken in an emergency

Day Visits, Residential Visits and Sporting Activities

All children with medical conditions must be supported to ensure they are able to participate in visits and sporting activities.

- Ensure reasonable adjustments are made to allow children to participate according to their own abilities in all that the Academy offers, **unless evidence from a medical professional states that it is not possible**
- Consider which reasonable adjustments are needed to enable children with medical needs to participate safely and fully on visits
- Carry out risk assessments to ensure planning arrangements take account of the steps needed to ensure the inclusion of children with medical needs

- Consult with parents/carers/guardians and other professionals to develop a risk assessment to plan and ensure that the child can participate safely

Unacceptable Practice

When considering the acceptability of practice, Academy staff must use their discretion and make reference to the child's Individual Health Care Plan. It is not generally acceptable practice to;

- Prevent children from easily accessing their inhalers and medication and administering when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers/guardians, or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their Individual Health Care Plans
- If a child becomes ill, leaving them unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments
- Prevent children from eating, drinking, taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- Require parents/carers/guardians to attend the Academy to administer medicine or provide medical support to their child, including toileting issues, unless under exceptional circumstances
- Prevent children from participating in, or create any barriers to children participating in any aspect of Academy life, including visits, e.g. by requiring parents/carers/guardians to accompany the child

Liability and Indemnity

- The Board of Trustees will ensure appropriate levels of insurance are in place
- Insurance policies must provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. Any requirements of the insurance such as the need for staff to be trained must be made clear and complied with
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer

Complaints

- If parents/carers/guardians are dissatisfied with the support provided they should contact the Academy's SEND Leads in the first instance
- If issues are not resolved parents/carers/guardians should contact the Principal
- Formal complaints can be made using the Academy Trust's complaints procedure

Outcomes

This policy will promote the excellent ethos of the Academy Trust. It will promote the high standards and expectations set out in the Academy Trust aims and Mission Statement. It will promote the children's wellbeing and safety.

This policy should be read in conjunction with the following:

- Asthma Policy
- Curriculum Policies
- Educational Visits Policy
- First Aid Policy
- Forest Schools Policy
- Health and Safety Policy
- Inclusion
- Medicines Policy
- Positive Behaviour
- Equality
- Special Educational Needs
- Teaching and Learning

Appendices

Appendix A – Individual Health Care Plan

Appendix B – Request for the Academy to Administer Medication form

Appendix C – Record of Medicines Administered

ALEXANDRA ACADEMY TRUST
INDIVIDUAL HEALTHCARE PLAN

Name of Academy

Child's Name

Group/Class

Date of Birth

Child's Address

Medical Diagnosis or Condition

Date

Review Date

Family Contact Information

Name

Phone No. (work)

Phone No. (home)

Phone No. (mobile)

Name

Relationship to Child

Phone No. (work)

Phone No. (home)

Phone NO. (mobile)

Clinic/Hospital Contact

Name

Phone No.

G.P.

Name

Phone No.

Person responsible for providing support in the Academy

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

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

Daily care requirements

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

Arrangements for Academy visits etc

Other information

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

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

Plan developed with

Parents/Carers/Guardians and SEND Leads

Staff training needed/undertaken – who, what, when

Information to be displayed on the Medical Needs Form.

Form copied to Parent/Carer/Guardians, Teacher, SEND Leads, Teaching Assistant,

Parent/Carer/Guardians, Teacher, SEND Leads, Teaching Assistant

ALEXANDRA ACADEMY TRUST

INSERT NAME OF ACADEMY

REQUEST FOR THE ACADEMY TO ADMINISTER MEDICATION

Academy staff cannot administer medication to your child unless you complete and sign this form. Each Academy has a Medicines Policy which must be followed by all staff.

I request that the following medicine(s) be given whilst at the Academy

Child's Name	
Class	
Date	
Daytime telephone No	
Date of Birth	
Medical condition or illness	
Name of Medication (as described on container)	
Expiry Date (on packaging and medication)	
Duration of course	
Dosage and method	
Times to be given	
Other instructions	
Name of GP and Practice	

The above medication has been prescribed by a GP, hospital doctor or Health Professional. Medicines **MUST ALWAYS** be given to the Academy in the original container as dispensed by the pharmacist and **MUST** include the prescriber's instructions for administration.

I understand that I must deliver the medicine personally to the Academy Office and accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy in writing, of any changes to the above.

Signed (parent/carer/guardian)

Print Name

Note to parents/carers/guardians:

1. Medication will not be accepted by the Academy unless this form is completed and signed by the parent/carer/guardians.
2. The administration of the medicine is agreed by the Principal of (INSERT ACADEMY NAME)
3. Medicines must be in the original container as dispensed by the Pharmacy.
4. The agreement will be reviewed on a termly basis.
5. The Board of Trustees and Principal reserve the right to withdraw this service

Appendix C

RECORD OF MEDICINES ADMINISTERED TO(child's name)

Date	Time	Name of Medicine	Dosage Given	Any Reactions	Medication Packaging in Date	Medication in Date	Staff Signature	Print Staff Name	Initials of staff administering and witnessing
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by
					Y/N	Y/N			Administered by Witnessed by

I confirm that the above medication has been returned to me.

Relationship to child

.....

Signature

Print Name