



# Supporting Students with Medical Needs

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Reviewed by: Principal (Secondary)  
Approved by: MLT Board  
Next Review Due: December 2018

## INTRODUCTION

Maltby Academy within the Maltby Learning Trust is fully committed to ensuring that all children and young people accessing education are supported in whatever way necessary in order to enable them to succeed and maximise their potential. This policy has been formulated to enable the Academy to make provision for children and young people with medical needs and ensure that their needs are met.

## RATIONALE

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

## INTRODUCTION

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

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

This policy includes managing the administration of medicines, supporting children and young people with complex health needs and first aid. The Academy commits to ensuring that it makes every effort to ensure the wellbeing of all children and young people, staff and adults on site.

## AIMS AND OBJECTIVES

- To ensure that children and young people with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.
- To establish a positive relationship with parents and carers, so that the needs of the child or young person can be fully met. Parents of children and young people with medical conditions are often concerned that their child or young person's health will deteriorate when they attend or move through school. This is because students with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Other children and young people may require interventions in particular emergency circumstances. It is also the case that children and young people'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 their child or young person's medical condition will be supported effectively by the Academy and that they will be safe.

- To work in close partnership with health care professionals, staff, parents, carers and students to meet the needs of each child or young person. In making decisions about the support they provide, it is crucial that the Academy consider advice from healthcare professionals and listens to and values the views of parents, carers and students.
- To ensure any social and emotional needs are met for children and young people with medical conditions – Children and young people may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- To minimise the impact of any medical condition on a child or young person's educational achievement – In particular, long term absences due to health problems affect children and young people's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into the Academy should be properly supported so that children and young people with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.
- To ensure that a Health Care Plan is in place for each student with a medical condition and for some children and young people who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

## RESPONSIBILITIES

Supporting a child or young person with a medical condition during Academy hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, and parents and students will be critical.

### **The Principal is responsible for:**

- Ensuring that a policy is in place to meet the needs of children and young people with medical conditions;
- Ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation;
- Ensuring that all staff who need to know are aware of the child or young person's condition;
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
- Ensuring that the Academy is appropriately insured and that staff are aware that they are insured to support students in this way;
- Ensuring that the Designated Safeguarding Lead (henceforth DSL) and Complex Case Officer (henceforth CCO) are contacted in the case of any child or young person who has a medical condition that may require support at the Academy but who has not yet been brought to their attention;

- Ensuring that staff have received suitable training and are competent before they take on responsibility to support children and young people with medical conditions.

### **Academy staff are responsible for:**

- Understanding that any member of Academy staff may volunteer or be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Understanding the role they have in helping to meet the needs of a child or young person with a medical condition;
- Working towards/complete targets and actions identified within the Health Care Plan or the SEN Education, Health and Care Plan.

### **Health Care Professionals are responsible for:**

- Notifying the Academy when a child or young person has been identified as having a medical condition who will require support in school;
- Taking a lead role in ensuring that students with medical conditions are properly supported in school, including supporting staff on implementing a child or young person's plan;
- Working with the DSL and CCO to determine the training needs of Academy staff and agree who would be best placed to provide the training;
- Confirming that Academy staff are proficient to undertake healthcare procedures and administer medicines.

## ASSISTING CHILDREN AND YOUNG PEOPLE WITH LONG TERM OR COMPLEX MEDICAL NEEDS

A proactive approach is taken towards children and young people with medical needs. Every child or young person with a long term or complex medical need will be offered a 'Team Around the Child Meeting' co-ordinated by the DSL. This enables the Academy, parents, carers to identify potential issues/difficulties before a student returns to school. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures. A Health Care Plan (**Appendix 1 – Form A**) will be produced for any child or young person with long term/complex medical needs and will be reviewed on an annual basis or if there are any significant changes.

To assist children and young people with long term or complex medical needs, the Academy will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the child or young person to access a particular aspect of the curriculum or area of the school. To determine the needs and response, the Academy will involve the home and hospital support service.
- Arranging for additional adult support throughout specific parts of the Academy day.
- Adapting lesson plans.
- Establishing a phased attendance programme.
- Ensuring that there are procedures in place for the administration of medicine.

- Training for Support Staff/Teachers on a specific medical condition.
- Providing a programme of work for children and young people who are absent from the Academy for significant periods of time.
- Providing appropriate seating during assembly.
- Ensuring there is adequate supervision during break and lunch times so that the health and safety of all children and young people is not compromised.
- Ensuring that arrangements are made to include a child or young person with medical needs on educational visits.

## INDIVIDUAL HEALTH CARE PLANS

An Individual Healthcare Plan (**Appendix 1 – Form A**) is a document that sets out the medical needs of a child or young person, what support is needed within the Academy day and detailed actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child or young person's condition and the degree of support needed. This is important because different children and young people with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of Academy staff, the DSL, the CCO, a representative from the school nursing service or another healthcare professional involved in providing care to the child or young person. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the Academy, the child or young person and their parents. Plans should be reviewed at least annually or earlier if the child or young person's needs change. They should be developed in the context of assessing and managing risks to the child or young person's education, health and social well-being and to minimise disruption. Where the child or young person has a special educational need, the individual healthcare plan should be linked to the child or young person's statement or EHC plan where they have one.

Parents and carers will receive a copy of the Health Care Plan with the originals kept by the Academy. A copy is linked to the child or young person's SIMS record and staff are able to access the care plans electronically.

Children and young people with severe health needs are included in the 'Red Card' list. This is circulated to all staff, including pictures and information on symptoms and treatment for quick identification, together with details of what to do in an emergency. The children and young people on this list carry a red card to show staff if they get into difficulties.

## ADMINISTERING MEDICINES

A separate administration of medicines and first aid policy are in place and should be read alongside this policy.

## EMERGENCY PROCEDURES

In emergency situations, where possible, the procedure identified on a child or young person's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child or young person

needs hospital treatment as assessed by the First Aider, the procedures outlined in **Form H (Appendix 3)** must take place.

The most appropriate member of staff accompanies a child or young person to hospital with all relevant health documentation (Inc. tetanus and allergy status), the health plan and child or young person's details. A clear explanation of the incident must be given (as a statement) if witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary.

## HYGIENE AND INFECTION CONTROL

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

## SPORTING ACTIVITIES

Some children and young people may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## EDUCATIONAL VISITS

We actively support students with medical conditions to participate in Academy trips and visits, or in sporting activities but are mindful of how a young person's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the school nurse service or other healthcare professionals that are responsible for ensuring that students can participate. A copy of the child or young person's health care plan should be taken with the child or young person on an Educational Visit.

The trip leader will ensure that medication such as inhalers and epi-pens are taken on all Academy trips and given to the responsible adult that works alongside the child or young person throughout the day. A First Aid kit will be taken on all Academy trips. The Trip Leader must ensure that all adults have the telephone number of the Academy in case of an emergency.

A HSE approved First Aider will attend all Academy trips. The First Aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child or young person with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to children and young people on school trips should follow the guidelines above (see also Administration of Medicines Policy).

## EXTRA-CURRICULAR CLUBS/ACTIVITIES

It is the responsibility of those running clubs and extra-curricular activities to check SIMS and update themselves on those students who attend with medical conditions. In the case of extra-curricular hosted by outside providers, the organisers will liaise with parents/carers via the formal medical consent form. The Academy must ensure that leaders of all clubs/extra-curricular events know how to obtain medical assistance, where the first aid box and medical room are located, location of the medication and how to dial for an outside line if they need to call an ambulance.

Each club/extra-curricular event must have access to a trained First Aider and a first aid kit. On the booking forms parents and carers must state any medical needs and allergies and provide a contact number in case of emergency.

## STAFF TRAINING

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

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

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional (**See Appendix 2 – Training record**). A first-aid certificate does not constitute appropriate training in supporting children and young people with medical conditions.

It is important that all staff are aware of the Academy's policy for supporting students with medical conditions and their role in implementing that policy. The Academy will ensure that training on conditions which they know to be common within the Academy is provided (e.g. asthma, epi pen, sickle cell, diabetes). Parents/carers can be asked for their views and may be able to support Academy staff by explaining how their child or young person's needs can be met but they should not provide specific advice, nor be the sole trainer (see administration of medicines policy).

**APPENDIX 1 - FORM A: INDIVIDUAL HEALTHCARE PLAN**

<b>CHILD'S NAME:</b>		<b>DATE OF BIRTH</b>	
<b>IS YOUR CHILD REGISTERED DISABLED? Yes / No</b>		<b>DATE OF DIAGNOSIS:</b>	
<b>DETAILS OF MEDICAL CONDITION</b>		(If you have received a letter confirming diagnosis please attach) LETTER ATTACHED Y/N	
<b>WHAT IS THE MEDICATION YOUR CHILD REQUIRES?</b>		MEDICATION TO BE TAKEN AT HOME/SCHOOL *Delete as appropriate	
<b>DAILY REQUIREMENTS/ADDITIONAL MEASURES (e.g. inhaler before P.E, quiet room for migraine)</b>			
<b>EMERGENCY PROCEDURE (e.g. ring home, ring ambulance)</b>			
	<b>NAME</b>	<b>RELATION TO CHILD</b>	<b>CONTACT NUMBER</b>
<b>MAIN CONTACT</b>			
<b>EMERGENCY CONTACT</b>			
<b>MEDICAL CONTACT</b>			
<b>THIS CARE PLAN HAS BEEN AGREED WITH Maltby Academy – DATE:</b>			
<b>CONFIRMATION OF DIAGNOSIS HAS BEEN OBTAINED FROM:</b>			
<b>THIS CARE PLAN IS TO BE REVIEWED ON ..... or if there are any significant changes</b>			

Please return to Mrs C Quarmby – Please hand this Health Care Plan in at Student Reception.

**APPENDIX 2 – FORM E (STR) STAFF TRAINING RECORD**

<b>Staff Training Record – Administrations of Medicines</b>	
<b>Name of Academy / setting</b>	
<b>Name</b>	
<b>Type of Training received</b>	
<b>Date of Training Completed</b>	
<b>Training provided by</b>	
<b>Profession and Title</b>	
<p>I confirm that the member of staff named above has received the training and is competent to carry out any necessary treatment covered in this training.</p> <p>Signed:</p> <p>I recommend that this training is updated (please state how often).....</p>	
<p>I confirm that I have received the training detailed above.</p>	
<b>Staff Signature</b>	
<b>Date</b>	
<b>Suggested Review Date</b>	

## APPENDIX 3 – FORM H - CONTACTING EMERGENCY SERVICES

### Request for an ambulance.

Dial 999, ask for an ambulance and be ready with the following information.

1. Your telephone number	
2. Give your location	
3. State that the post code is	
4. Give exact location in the Academy	
5. Give your name	
6. Give Name of child and a brief description of the child's symptoms	
7. Inform ambulance control of the best entrance and state that the crew will be met and taken to the child.	
8. Stay with the child and keep the operator informed of any change in behaviour.	

Speak clearly and slowly and be ready to repeat information if asked

Keep a completed copy of this form by the telephone