



THE RAMSEY ACADEMY, HALSTEAD

Supporting Students with Medical Conditions Policy

Last reviewed:	2 December 2024
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Ratified Local Governing Committee	30 January 2025
Designated Policyholder	Catherine Downes

Contents:

1. Key roles and responsibilities
2. Definitions
3. Training of staff
4. The role of the child
5. Provision Map – medical plans
6. Medicines
7. Emergencies
8. Avoiding unacceptable practice
9. Insurance
10. Complaints
11. Appendices
 1. Parental agreement for a school to administer medicine template
 2. Record of medicine administered to an individual child template
 3. Contacting emergency services

The Ramsey Academy, Halstead intends to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 and then revised in December 2015 – "Supporting students at school with medical conditions". Please see link below for statutory guidance upon which the policy has been based:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf

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

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of The Ramsey Academy, Halstead.
- 1.2.2. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Ensuring that written/electronic records are kept of any and all medicines administered to individual students and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for (and will delegate accordingly):

1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Ramsey Academy, Halstead.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making staff aware of this policy.

1.3.4. Liaising with healthcare professionals regarding the training required for staff.

1.3.5. Making staff who need to know aware of a child's medical condition.

1.3.6. Developing medical plans on Provision Map.

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver medical plans on Provision Map in normal, contingency and emergency situations.

1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

1.4.1. Taking appropriate steps to support children with medical conditions in line with this policy and the Bridge Academy Trust First Aid Policy <https://bridgeacademytrust.sharepoint.com/:b:/r/sites/bat-Home/Bridge%20Policies/First%20Aid%20Sept%202021.pdf?csf=1&web=1&e=A2b18d>

1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

1.4.3. Administering medication if they have agreed to undertake that responsibility.

1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.

- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.6. Members of staff who have received appropriate training are responsible for administering injections (adrenalin injectors only). See Appendix M to the Bridge Academy Trust First Aid Policy for details.
- 1.4.7. Mrs N Berners (First Aid Administrator) is responsible for appropriately disposing of all out of date medicines at a local pharmacy.

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Ensuring all prescription medicine is handed to the school in its original packaging, with the product information leaflet.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHP) for their child in collaboration with the SENCO, other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at The Ramsey Academy, Halstead, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as appropriate.
- 3.2. Teachers and support staff will receive appropriate and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training:
 - First Aid at Work
 - First Aid at Work Re-qualifier
 - Paediatric First Aid
 - Anaphylaxis First Aid
 - AED training
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.6. A record will be kept of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, students will be allowed to carry their own devices. Their medicines will be kept securely.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a trained first aider.

5. Provision Map

- 5.1. Where necessary, a medical plan will be recorded on Provision Map in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. Medical plans on Provision Map will be easily accessible whilst preserving confidentiality.

- 5.3. Medical plans on Provision Map will be reviewed annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a student has an Education, Health and Care plan the medical plan on Provision Map will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the medical plan on Provision Map identifies the support the child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.8. Medications will be stored in the Main Office.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents/carers. Out of date medication is disposed of at a local pharmacy.
- 6.10. Written/electronic records will be kept of any medication administered to children.
- 6.11. Students will never be prevented from accessing their medication.
- 6.12. The Ramsey Academy, Halstead cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

7.1. Medical emergencies will be dealt with under the school's emergency procedures.

7.2. Where a medical plan on Provision Map is in place, it should detail:

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

7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.

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

8. Avoiding unacceptable practice

8.1. The Ramsey Academy, Halstead understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or student services alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. It is the Trust's responsibility to ensure that adequate insurance cover is provided for all staff, students, and Trustees/Governors.

9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical

conditions. Those who wish to see the documents should contact the Compliance and Estates Manager

10. Complaints

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

10.1.1. Stage 1 - Complaint Heard by Staff Member

10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

THE RAMSEY ACADEMY, HALSTEAD

MEDICINE ADMINISTERING FORM

All medication must be supplied in its box with the information leaflet.

Student's Full Name:Tutor Group:

Address:

Medical condition/illness: Headache/Period Pains (delete if not applicable)

Medical condition/illness (other):

Name/type of medication:

Date treatment started:

Duration of treatment:

Frequency/timing of dosage:

Additional instructions/any side effects that the school needs to know about:

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Emergency Contacts:

Name:

Relationship to child:

Daytime telephone no:

Name:

Relationship to child:

Daytime telephone no:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I accept the school has a right to refuse to administer medication.

Name:

Relationship to child:

Signed: Date:

Appendix 3 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

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

- Your telephone number – **01787 472481**
- Your name.
- Your location as follows: **The Ramsey Academy, Halstead, Colne Road, Halstead Essex CO9 2HR**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Arrange for a member of staff to meet the ambulance at the front gates.

Write a report on what you did and ensure that the Headteacher receives a copy the same day.

