



LYDIARD PARK ACADEMY

MEDICAL CONDITIONS POLICY



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Introduction and Aims of this Policy

This Academy understands that it has a responsibility to make the Academy welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

This Academy aims to provide all pupils with a medical condition the same opportunities as others at the Academy. We will help to ensure that:

- Pupils feel confident in the support they receive from the Academy to help them do this.
- Parents* of pupils with medical conditions feel secure in the care their children receive at this Academy.

The Academy ensures all staff understand their duty of care to pupils in the event of an emergency, who to contact, including emergency services, if necessary without delay.

All staff feel confident in knowing what to do in an emergency.

All staff understand 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, as outlined in Pupil Healthcare Plans, which affect pupils at this Academy. Staff receive training on the impact this can have on pupils and receive updates to any Healthcare Plan.

The Medical Conditions Policy (MCP) is understood and supported by the whole Academy.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Communication of this Policy

| Pupils are informed and regularly reminded about the MCP:

- through the Academy's pupil council
- in Personal, Social and Health Education (PSHE) classes

Parents are informed and regularly reminded about the MCP:

- at the start of the Academy year when communication is sent out about Healthcare Plans
- when their child is enrolled as a new student
- via the Academy's website, where it is available all year round

Academy staff are informed and regularly reminded about the MCP:

- at scheduled medical conditions training
- via the Academy's website where it is available all year round

All supply and temporary staff are informed of the policy and their responsibilities before they commence their duties at Lydiard Park Academy.

Relevant local health staff are informed and regularly reminded about the Academy's MCP:

- via Primary Care Trust (PCT) links and the Academy/Community nurse

Training

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

Staff at this Academy understand their duty of care to pupils 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.

All staff who work with groups of pupils at this Academy receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Training is refreshed for all staff at least once a year.

This Academy uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

This Academy has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the Healthcare Plan is sent (or the information on it is communicated) to the hospital as soon as possible.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the Academy.

If a pupil 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 pupil knows.

Generally, staff should not take pupils to hospital in their own car. If this is essential, two members of staff will be present.

Administration

Emergency medication

Emergency medication for all pupils at this Academy with medical conditions will be accessible as required.

All pupils 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 pupils 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 for any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff trained in First Aid to assist in helping them take their medication safely.

General

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff trained in First Aid.

This 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 pupil taking medication unless they have been specifically contracted to do so.

There are several members of staff at this Academy who have been specifically contracted to administer medication.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 18, but only with the written consent of the pupil's parent.

Where specific training is needed training is given to all staff members who agree to administer medication to pupils.

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

Parents of pupils at this 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 pupil at this Academy refuses their medication, staff will record this and inform parents as soon as possible.

All staff attending off-site visits are aware of any pupils 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 First Aid trained member of staff, who is usually responsible for administering medication, is not available this Academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

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

disciplinary procedures.

Storage of medication

Emergency medication is readily available to pupils 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 away the keys are held in a secure location, known to all First Aiders, and not held personally by members of staff.

Those pupils who are authorised to carry their emergency medication on them during the Academy day are instructed in how they must keep this medication secure.

Pupils, 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.

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

All First Aid trained staff ensure the correct storage of medication at the Academy.

All controlled drugs are kept in a locked cupboard and only First Aid trained staff have access, even if pupils normally administer the medication themselves.

Three times a year the nominated First Aid trained member of staff checks the expiry dates for all medication stored at the Academy.

All First Aid trained staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to the Academy is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

Medication is stored in accordance with instructions, paying particular note to temperature.

Where medication is required to be refrigerated it will be stored in an airtight container which is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

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

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

Safe disposal

Parents at this 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 academic year, medication is taken to a local pharmacy for safe disposal.

First Aid trained staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this Academy are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

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, to the Academy or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the Local Authority's Environmental Services.

Record Keeping

Enrolment forms

Parents of pupils at this Academy are asked if their child has any health conditions or health issues on the enrolment form.

Healthcare Plans

Drawing up Healthcare Plans

This 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. Further documentation can be attached to the Healthcare Plan if required.

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

- at enrolment
- at the start of the academic year
- when a diagnosis is first communicated to the Academy.

If a pupil has a short-term medical condition that requires medication during Academy hours, a medication form plus explanation is sent to the pupil's parents for them to complete and return to the Academy.

The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Healthcare Plan together.

This Academy ensures that a First Aid trained member of staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

Academy Healthcare Plan register

A centralised register is held of all Healthcare Plans for pupils with medical needs.

If a First Aid trained member of staff feels that there is insufficient detail on a Healthcare Plan, they will request more information from the parents. If permission for administration of medication is unclear or incomplete this will be addressed as a matter of priority.

Ongoing communication and review of Healthcare Plans

Parents of pupils at this 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 this Academy use opportunities such as teacher-parent interviews and home-Academy diaries to check that information held by the Academy on a pupil's condition is accurate and up-to-date.

Every pupil with a Healthcare Plan at this Academy has their plan discussed and reviewed at least once a year.

Storage of and access to Healthcare Plans

Parents of pupils at this Academy are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at the Academy. All staff are circulated a bio for all pupils with a Healthcare Plan.

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

When a member of staff is new to a pupil group the Academy makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

This Academy ensures that all staff protect pupil confidentiality.

This 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.

This Academy seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by this Academy to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions of the requirement 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 pupils with medical conditions at the Academy that bring on symptoms and can cause emergencies. This Academy uses this information to help reduce the impact of common triggers
- ensure that all medication stored at the Academy is within the expiry date
- ensure the emergency services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at the Academy for their child is within its expiry dates.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at this Academy, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, as required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

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

Parents of pupils with medical conditions at this 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.

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 pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during Academy hours.

Pupils Medical Consent Forms are taken by the relevant staff member on visits where medication may be required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils 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 pupil 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 pupil manage their condition while they are away.

Other record keeping

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

All Academy staff who volunteer or who are contracted to administer medication

are provided with training by a healthcare professional. The Academy keeps a register of staff who have had the relevant training.

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

Environment

Physical environment

This Academy is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this Academy is accessible.

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

Social interactions

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

This Academy ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended Academy activities.

All staff at this Academy are aware of the potential social problems that pupils 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 PSHE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

This Academy understands the importance of all pupils taking part in sports, games and activities.

This Academy ensures all classroom teachers, PE teachers and sports coaches make

appropriate adjustments to sports, games and other activities to make physical activity where possible accessible to all pupils.

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

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

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

This Academy ensures all pupils with a medical condition have the appropriate medication, food and drink with them during physical activity and that pupils take them when needed.

This Academy ensures all pupils with medical conditions are actively encouraged to take part in Academy clubs and team sports.

Education and learning

Teachers at this Academy are aware of the potential for pupils with medical conditions to have Special Educational Needs (SEN). Pupils 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 pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their Academy work is properly considered.

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

Residential visits

Risk assessments are carried out by this Academy prior to any off site visit and medical conditions are considered during this process. Factors this Academy considers include: how all pupils 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.

Health and Safety

This Academy is committed to reducing the likelihood of medical emergencies by

identifying and reducing triggers both within the Academy and off site visits.

Academy staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

This Academy uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The Academy has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the Academy day and on off site visits.

Full risk assessments are carried out for all off site activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

The Academy will review any medical emergency or incident to see how they could have been avoided. Appropriate changes to this Academy's policy and procedures will be implemented after the review.

Roles and Responsibilities

This Academy's Principal has a responsibility to:

- ensure the Academy is inclusive and welcoming and that the MCP is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, Academy staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Academy nurses, parents, governors, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is observed
- ensure that information held by the Academy is accurate and up-to-date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the MCP
- delegate a staff member to check the expiry date of medicines kept at the Academy and maintain the Academy medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations

- and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the MCP.

All staff at this Academy have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the Academy's MCP
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at the Academy
- ensure pupils who carry their medication with them have it when they go on an Academy visit or out of the classroom
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded from activities they wish to and are able to take part in
- ensure pupils with medical conditions have the appropriate medication, food and drink with them during any exercise and are allowed to take it when needed.

Staff at this Academy have a responsibility to:

- ensure pupils who have been unwell are supported and given the opportunity to catch up as much as is reasonably practicable
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

The nurse at this Academy has a responsibility to:

- help update the Academy's MCP
- help provide regular training for Academy staff in managing the most common medical conditions within the Academy
- provide information about where the Academy can access other specialist training. Complete the pupil's Healthcare Plans provided by parents

- where possible, and without compromising the best interests of the child, draw up a timetable so prescribed medication can be taken outside of Academy hours
- offer every pupil (and their parents) a written care/self-management plan to ensure pupils know how to self-manage their condition
- ensure the pupil knows how to take their medication effectively
- ensure pupils have regular reviews of their condition and their medication
- provide the Academy with information and advice regarding individual pupils with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the Academy's MCP.

First aiders at this Academy have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the Academy
- when necessary ensure that an ambulance or other professional medical help is called
- administer medicines as agreed on the Healthcare Plans to those pupils with medical conditions
- to aid the drawing up of Healthcare Plans where appropriate
- supervise the administering of medication for those pupils deemed responsible for administering their own medication
- to check that all medication is in date and arrange disposal of those which are not
- to ensure that all emergency and non-emergency medication brought into the Academy is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of the dose.

SEN co-ordinators at this Academy have the responsibility to:

- help update the Academy's MCP
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

The pupils at this Academy have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil with a medical condition take their medication when they need to

- know how to gain access to their medication in an emergency
- know how to take their own medication and to take it when they need it, or request help to take it if needed
- ensure a member of staff is called in an emergency situation.

| The parents of a pupil at this Academy have a responsibility to:

- tell the Academy if their child has a medical condition
- ensure the Academy has a complete and up-to-date Healthcare Plan for their child if required
- inform the Academy about the medication their child requires during Academy hours
- inform the Academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-Academy activities
- tell the Academy about any changes to their child's medication, what they take, when, and how much
- inform the Academy of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the Academy with appropriate spare medication labelled with their child's full name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend the Academy
- ensure their child is supported in catching up on any Academy work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Review of Policy

This Academy's medical condition policy is reviewed, evaluated and updated every year in line with the Academy's policy review timeline.