



Top Valley Academy

Medical Conditions Policy

Approved by Governing Body 18 January 2016

Medical Conditions Policy

Top Valley Academy has adopted this policy from the Health Conditions in Schools Alliance. It is compliant with DfE guidance, “Supporting students at Academy with medical conditions” December 2015.

Top Valley Academy is an inclusive community that welcomes and supports students with medical conditions.

Top Valley Academy provides all students with any medical condition the same opportunities as others students. We will uphold the Academy core values of pride, opportunity respect and belief; actively promote British Values and operate within the objectives as set out in SMSC.

Policy framework

The policy framework describes the essential criteria for how the Academy can meet the needs of children and young people with long-term medical conditions.

We will help to ensure they can:

be healthy

stay safe

enjoy and achieve

make a positive contribution

achieve economic wellbeing once they leave the Academy.

The Academy makes sure 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.

This Academy understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This Academy understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this Academy. Staff receive training, where appropriate, on the impact medical conditions can have on students.

The named member of Academy staff responsible for this medical conditions policy and its implementation is:

Abigail Hawkins, Strategy Manager for Vulnerable Groups

This Academy is an inclusive community that supports and welcomes students with medical conditions.

This Academy is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both Academy based and out-of-Academy) as other students. No child will be denied admission or prevented from taking up a place in this Academy because arrangements for their medical condition have not been made.

This Academy will listen to the views of students and parents.

Students and parents feel confident in the care they receive from this Academy and the level of that care meets their needs.

Staff understand the medical conditions of students at this Academy and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole Academy and local health community understand and support the medical conditions policy.

This Academy understands that all children with the same medical condition will not have the same needs.

The Academy recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.

This Academy's medical conditions policy has been adopted based on a model policy from the Health Conditions in Schools Alliance.

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

Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All children with a medical condition should have an individual healthcare plan (IHP).

An IHP details exactly what care a child needs in Academy, when they need it and who is going to give it.

It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

This should be drawn up with input from the child (if appropriate) their parent/carer, relevant Academy staff and healthcare professionals, ideally a specialist if the child has one. This will be particularly relevant where the condition is serious long term, life threatening or may impact on other students.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this Academy.

All Academy staff, including temporary or supply staff, are aware of the medical conditions at this Academy and understand their duty of care to students in an

emergency. Students with medical conditions are identified on the safeguarding notice board in the staff room.

Appropriate staff receive training in what to do in an emergency and this is refreshed regularly.

A child's IHP should, explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the Academy's general emergency procedures.

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Permanent staff have mobile phones and there is an emergency alert button on SIMS. A student can also be sent to the Student Support Centre to seek assistance. If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

This Academy has clear guidance on providing care and support and administering medication at Academy.

This Academy understands the importance of medication being taken and care received as detailed in the student's IHP.

This Academy will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child.

This Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This Academy's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

This Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's consent on an IHP except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.

Students are permitted to carry one dose of pain relief for personal use. The Academy will not administer medication for pain relief, however, the Academy will keep a stock of medication, provided by the family. An administration of medication form will be completed in these circumstances. This Academy will check the maximum dosage and when the previous dose was given. Parents will be informed. This Academy will not give a student under 16 aspirin unless prescribed by a doctor.

This Academy will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.

Parents at this Academy understand that they should let the Academy know immediately if their child's needs change.

If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the Academy's disciplinary procedures are followed. In cases of

overdose, we will call 999 and inform parents.

This Academy has clear guidance on the storage of medication and equipment at Academy.

This Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the Academy and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.

Students may carry their own medication/equipment, or they should know exactly where to access it.

Students can carry controlled drugs if they are competent, otherwise this Academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this Academy can administer a controlled drug to a student once they have had specialist training.

This Academy will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

This Academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment at the end of the Academy term, and to provide new and in-date medication at the start of each term.

This Academy disposes of needles and other sharps in line with local policies.

Sharps boxes are kept securely at Academy and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This Academy has clear guidance about record keeping.

Parents at this Academy are asked if their child has any medical conditions on the enrolment form.

This Academy uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, Academy staff, specialist nurse (where appropriate) and relevant healthcare services.

This Academy has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the student's needs change.

The student (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other Academy staff are made aware of the IHP for the students in their care, as well as Academy health professionals.

This Academy makes sure that the student's confidentiality is protected.

This Academy seeks permission from parents before sharing any medical information

with any other party.

This Academy meets with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which accompanies them on the visit.

This Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This Academy makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/Academy nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ Academy nurse/other suitably qualified healthcare professional will confirm their competence, and this Academy keeps an up-to-date record of all training undertaken and by whom.

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

This Academy is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This Academy is also committed to an accessible physical environment for out-of-Academy activities.

This Academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended Academy activities and residential visits.

All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the Academy's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

This Academy understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-Academy clubs and team sports.

This Academy understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

This Academy makes sure that students have the appropriate medication/equipment/food with them during physical activity.

This Academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at Academy as any

other child, and that appropriate adjustments or extra support are provided. All Academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. This Academy will not penalise students for their attendance if their absences relate to their medical condition. This Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the student (where appropriate), parent and the student's healthcare professional. Students at this Academy learn what to do in an emergency. This Academy makes sure that a risk assessment is carried out before any out-of-Academy visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

This Academy is committed to identifying and reducing triggers both at Academy and on out-of-Academy visits. Academy staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this Academy, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks. The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole Academy day and on out-of-Academy activities. Risk assessments are carried out on all out-of-Academy activities, taking into account the needs of students with medical needs. This Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes Academy policy according to these reviews.

Where a child is returning to Academy following a period of hospital education or alternative provision (including home tuition), this Academy will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

This Academy works in partnership with all relevant parties including the student (where appropriate), parent, Academy's governing body, all Academy staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

This Academy works in partnership with all relevant parties including the student (where appropriate), parent, Academy's governing body, all Academy staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

This Academy is committed to keeping in touch with a child when they are unable to attend Academy because of their condition.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

In evaluating the policy, this Academy seeks feedback from key stakeholders including students, parents, Academy healthcare professionals, specialist nurses and other relevant healthcare professionals, Academy staff, local emergency care services, governors and the Academy employer. The views of students with medical conditions are central to the evaluation process.

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