



Woodlands Academy is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy.
- stay safe.
- enjoy and achieve.
- make a positive contribution.

We want parents to feel confident and reassured that we are providing effective support that involves:

- having good links with local health and social care services
- Ensuring children have appropriate access to their inhalers and medication.
- administering medication when and where necessary
- supporting and implementing the views of children, parents, and medical professionals.
- allowing children to participate in all curriculums, sporting, and school activities.
- providing assistance when a child becomes ill.
- allowing children with medical conditions to take drinking, eating or toilet breaks when and where necessary.
- not penalising a child for poor attendance due to their medical condition.
- dealing with children's social and emotional problems linked to their medical condition.
- building confidence and promoting self-care.

The aims of this policy are;

- To support pupils with long-term medical conditions such as diabetes, asthma, and epilepsy.

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- To ensure pupils with long-term medical conditions have full access to education, all sporting activities, and educational visits so that they can play a full and active role in school.
- To ensure effective individual health care plans are in place.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

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

Our school will therefore:

- Listen to the views of pupils and parents.
- Ensure pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Train and educate staff to ensure all staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Ensure staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support this policy.
- Understand that all children with the same medical condition will not have the same needs.

Procedure to be followed when notification is received that a pupil has a medical condition:

Upon receiving notification that a child has a medical condition the school will:

- Discuss with parents/carers and the child and gather as much information as possible regarding the medical condition. The complexity of the medical condition and the information received will determine whether additional advice is sought from medical professionals.
- The headteacher will make a judgement as to whether an individual health care plan is created.
- If necessary, relevant training will be co-ordinated to ensure that an appropriate number of staff members have specific training for specific medical needs. In the event that the delivery of staff training impacts the school attendance of the child, a bespoke program of education will be implemented, this may include reduced timetables, home visits etc. This will only be implemented in the interim of staff receiving suitable training. If a child's medical condition has caused any medical related absences, a bespoke reintegration program will be implemented.

Individual Healthcare Plans (IHP)

An individual healthcare plan will be created for cases where medical conditions fluctuate or where there is a high risk that emergency intervention will be needed, particularly where medical conditions are long term and complex. An IHP is created with contributions from parents/carers, the child, school, relevant medical professionals. An IHP is developed with the child's best interest in mind and enables the school to assess and manage risks to the child's education, health and social wellbeing, and minimise disruption.

Not all children require an IHP, if a healthcare plan is not implemented this will be in agreement with parents/carers and medical professionals if necessary and based on evidence of the child's medical condition.

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms, and treatments.
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements, and environmental issues.
- specific support for the pupil's educational, social and emotional needs.
- the level of support needed including in emergencies.
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements for when they are unavailable.
- who in school needs to be aware of the child's condition and the support required.
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- what to do if a child refuses to take medicine or carry out a necessary procedure.
- what to do in an emergency, who to contact and contingency arrangements.

All individual healthcare plans will be reviewed annually, or earlier if evidence is presented that the child's needs have changed. See appendix A for an individual healthcare plan template.

Roles and Responsibilities

Governors

- Ensure this policy and other linked policies are up to date.
- Ensure that sufficient staff have received suitable training.
- Work closely with the headteacher to ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

Executive Headteacher and Head of School

- Ensure sufficient staff are suitable trained.
- Ensure appropriate health and social care professionals, pupils and parents have been consulted to ensure that the needs of children with medical conditions are effectively supported.
- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure all staff who need to know are informed of a child's condition.
- Responsible for the development of IHPs.
- To liaise with the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.
- Ensure appropriate procedures are in place regarding the storing and recording of medication records are kept.

All Staff

- Engage with sufficient and suitable training.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Respect and support all pupils' emotional needs.
- Maintain confidentiality.

If supply staff are used, they **will not be permitted** to administer routine medication but will be made aware of pupils with medical conditions and how to respond to them. The school will ensure that supply staff are not solely responsible for the supervision of children with medical conditions that require specific support. **All supply staff will be trained in how to respond in an emergency.**

Parents

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Notify the school if their child has a medical condition.
- Contribute to a child's individual health care plan if a plan is required.
- Carry out any action that they have agreed to as part of the individual healthcare plan implementation.

- Ensure all written forms are completed regarding a child's medication.
- Ensure the school has sufficient medication at all times.
- Abide by and follow this policy.

Pupils

- Participate, to the extent that they want to, in discussions about their medical support needs and contribute to their individual healthcare plan.
- Be sensitive and respectful to the needs of those with medical needs.

Other Medical Professionals

- may provide advice on developing healthcare plans.
- provide information about medical conditions.
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes) and should be consulted where necessary.

Training

Any member of staff providing support to a pupil with medical needs will only do so after receiving suitable training. All school staff will receive training related to this policy which specifically covers.

- Awareness of existing medical conditions in school.
- Administering medication.
- Confidentiality.

Where specific training is required to manage specific medical conditions, the number of staff members suitably trained will be determined by the headteacher.

Managing medicines on school premises

Should it be necessary for a child to bring a form of medication into school, only medicines prescribed by a registered medical practitioner, that are in date, and labelled by a chemist with the child's name and the amount/frequency of dosage, will be accepted. The exception to this is insulin, which must still be in date, but may be available to schools inside an insulin pen or a pump, rather than in its original container.

All medicines (except pupil's primary inhalers) must be handed to a member of staff to be noted on the medication sheet and locked in the medical cabinet until they are required. Staff will administer the appropriate medication providing that written consent is received from a parent/carer. All medication administered is recorded in the medication book in the medical cabinet. Parents or carers who request to administer medication to their own children should be allowed to do so. No pupils should be allowed to carry any form of medication (except primary inhalers) with them in school or leave medication unattended. Medication should be locked away where possible. Bottles of oxygen, if

required in school, must be pre-approved and verified by our external consultants. The school will dispose of needles and other sharps in line with local policies. Sharp boxes are kept securely at school and will accompany a child on offsite visits.

Managing medicines away from school premises

A child's routine medication must be signed out following the school signing out procedures if they require this medication during the period that they are away from the school premises, in the event of a school trip for example. This medication must remain on a staff member's person for the duration of the time away from the school premises, and the school medication procedures are to be followed for administering the medication.

A child's emergency medication must be signed out following the school signing out procedures regardless of the duration that they will be away from the school premises. The emergency medication must be accessible to the child at all times. The school medication procedures must be followed for administering the emergency medication.

If a child has an individual healthcare plan: The procedure for managing a child's medical condition, stated on a child's individual health care plan, must be followed when away from the school premises.

See Appendix B for an example medication signing in/out form.

Medication Checking Procedure

The assigned member of staff responsible for medication will conduct medication checks to ensure that the correct procedures are being followed and adhered to. This will be verified by a member of the Senior Leadership Team (SLT) and signed to confirm. This check is daily. If there is an error on the daily check, a full medication check will be carried out by 2 members of staff (1 of which will be part of the SLT).

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

[Appendix A: Individual Healthcare Plan Template](#)

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Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

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