

MEDICAL CONDITIONS POLICY

Approval Date – May 2019

Review Date – May 2022

1. Ethos

Westfield Academy is an inclusive school that welcomes and supports students with medical conditions. It will seek to provide students with medical conditions the same opportunities and access to activities as other students. The Academy will work with parents, students and health care professionals to ensure that students with medical conditions are able to be healthy, safe, achieve and make a positive contribution to the academy.

2. Responsibilities

The Governing Body will ensure that pupils with medical conditions are supported to enable the fullest participation in school life. They will provide the resources to ensure staff are trained appropriately and will monitor that the correct procedures exist and are being implemented. They will review this policy on a three year cycle.

The Headteacher will ensure that this policy is developed and effectively implemented. They will ensure that relevant staff are trained appropriately. They will also ensure there are robust emergency procedures in the event of a serious incident.

Designated Safeguarding Lead (DSL) will be responsible for the overall welfare of students with medical conditions. They will, in conjunction with parents, the student and healthcare professionals draw up and implement Individual Healthcare Plans (IHPs) and where appropriate, risk assessments. They will ensure all staff that need to know are aware of students with medical conditions and that the appropriate procedures are in place to support the student.

Key staff including First Aiders will be identified by the Headteacher and Safeguarding Leader to support, where appropriate, students with medical conditions. These staff will be appropriately trained and must feel comfortable in the role they are being asked to complete. They will work with the Safeguarding Leader, parents, the student and healthcare professionals to ensure that the students welfare and medical needs are met.

All other staff must be familiar with this policy and must be aware of relevant medical conditions for students in their care. They must familiarise themselves with the student's IHP and ensure they act upon the content. They must be aware of the emergency procedure to follow in the event of a serious incident. They must consider what additional measures they may need to take if they intend taking a student with medical needs offsite.

Parents and students have a responsibility to ensure the academy and its staff are kept informed of the medical condition of the student, and to pass on guidance and information from healthcare professionals. They will participate in drawing up IHPs.

3. The Medical Room

The Academy will operate a medical room which will be organised and monitored by first aid trained staff. The main purpose of the medical room is to provide support for students with medical needs. Students may be referred to the medical room by other staff where students develop a medical issue during the school day. These students will be assessed by the first aiders. Where a student is judged too ill to return to lessons then parents will be contacted and the student sent home. Where the medical issue is judged as serious then an ambulance will be called and parents contacted.

The First Aiders will maintain a comprehensive log of all admissions into the medical room, the nature of the issue and the actions taken.

The medical room may also be used by students with IHPs for the administration of medicines.

4. The Administration of Medicines

No medicine, including paracetamol, may be given to a student without the direct written consent of the student's parents.

Where the administration of medicine is identified in a student's IHP then the staff responsible for its administration must be competent and trained, and must feel comfortable in providing assistance to the student. Under normal circumstances it is expected that the student will self-administer the medicine under supervision.

All medicines must be clearly labelled with the name of the student and be stored securely with access restricted to named individuals.

All medicines administered to a student must be clearly recorded to include a time and date.

5. Individual Healthcare Plans

Where a student's medical needs are significant and where they may impact on their safety in school or their ability to effectively participate in school activities, the DSL will complete an Individual Healthcare Plan in conjunction with the student, parents and healthcare professionals. A template for the Healthcare plan is included in Appendix A.

An Individual Healthcare plan should clearly identify the nature of the condition and what actions the school will undertake to ensure the student is fully supported. This should include what medicines are necessary, how they are administered and information about what may constitute an emergency and the procedures to follow. The IHP must be signed by the parent.

To make staff aware of students with medical needs, this will be coded in SIMS and a Quick Note entry will state if an individual health care plan is in place. A copy of the student's IHP will be saved in the Linked Documents section in SIMS.

IHPs should be reviewed regularly, particularly when the medical needs of the student change.

6. Review

This policy will be reviewed by the Student Matters sub-committee every three years.

APPENDIX A - Westfield Academy Trust Individual Healthcare Plan

Child's name

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Tutor Group

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Date of birth

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Medical diagnosis or condition

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Date of Plan

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Review date

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Family Contact Information

Name

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Phone no. (work)

--

(home)

--

(mobile)

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Relationship to child

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Email

--

Clinic/Hospital Contact

Name

--

Phone no.

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Name of GP

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Phone no.

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Who is responsible for completing this plan

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Describe medical needs and give details of student'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, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

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

Actions required - eg staff training, awareness raising

Signed: _____ (Parent)

Form copied to: