

Ormiston Forge Academy

Medical Policy

November 2017



Approved by the **Senior Leadership Team** under powers delegated by the Governing Body:
22nd November 2017

Review period: **November 2019**

At Ormiston Forge Academy we recognise our duty under The Children and Families Act 2014 to support students with medical conditions.

Where a student has a disability, the requirements of the Equality Act 2010 will also apply.

Where a student has an identified special need, the SEN Code of Practice will also apply.

All students have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Our academy will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition.

All students with a long-term medical condition will be entitled to have an Individual Healthcare Plan.

Roles and responsibilities

The Named Person responsible for children with medical conditions is the Vice Principal with responsibility for Inclusion

This person is responsible for

- Ensuring staff are informed of medical conditions
- Coordinating training for identified staff
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, students, healthcare professionals and other external agencies

The Governing Body is responsible for :

- Determining the academy's general policy and ensuring that arrangements are in place to support students with medical conditions.

The Principal is responsible for :

- Overseeing the management and provision of support for students with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver Individual Healthcare Plans, including to cover absence and staff turnover
- Ensuring that academy staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for :

- The day to day management of the medical conditions of students they work with, in line with training received and as set out in Individual Healthcare Plans
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable

We will ensure we liaise with NHS school nurses

- When a student has been identified as having a medical condition which will require support in school (wherever possible this should be done before the child starts at our school)
- To provide support for staff on implementing a student's Individual Healthcare Plan and providing advice with regard to training

Procedure when we receive notification of a medical condition

- The named person will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided for the student
- Where appropriate, an Individual Healthcare Plan will be drawn up by the SENCO

Individual Health Care Plan (IHCP)

- An IHCP will be written for students with a medical condition that is long term and complex
- It will clarify what needs to be done, when and by whom and include information about the student's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity
- IHCPs will be reviewed annually, or earlier if evidence is provided that a student's needs have changed

Administering Medicines

Written consent from parents must be received before administering any medicine to a student at school

- Medicines will only be accepted for administration if they are:
 - Prescribed
 - In-date
 - Labelled
 - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
 - The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container
 - Medicines should be stored safely
 - Students should know where their medicines are at all times
 - Written records will be kept of all medicines administered to students
 - Students who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

Activities beyond the normal curriculum

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate

Complaints Procedure

- An individual wishing to make a complaint about actions regarding the academy's actions in supporting a child with medical conditions should discuss this with the Vice Principal Inclusion in the first instance