



# Queen Katharine Academy

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## Supporting Students with Medical Conditions

Reviewing by:	QKA Academy Committee
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Responsible Officer / Member of Staff :	Name - Mrs Jean Bloye Role – SEND Co-ordinator

## Supporting Students with Medical Conditions

### Academy Policy Statement

Queen Katharine Academy is an inclusive community that welcomes and supports pupils with medical conditions. We provide all students with any medical condition the same opportunities and access to activities as others at the academy. 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.

- The academy makes sure all staff understand and feel confident in their duty of care to children and young people in the event of an emergency.
- Staff understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Some conditions adversely affect a student's quality of life and impact on their ability to learn.
- Staff understand the importance of medication and care being taken as directed by healthcare professionals and parents.
- Staff receive training on the impact medical conditions can have on pupils.

The members of staff responsible for this medical conditions policy and its implementation are:  
Jean Bloye (Assistant Principal, SEND)  
Denise Heard (Student Welfare)

Our medical conditions policy and practise are inclusive:

- Academy staff will listen to the views of students and carers. They feel confident in the care they receive and that the level of care meets their needs.
- Staff understand that all students with the same medical condition will not have the same needs.
- The academy recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

Our medical conditions policy is supported by a clear communication plan for staff, carers and other key stakeholders to ensure its full implementation:

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

A Medical Healthcare Plan (MHCP) will be drawn up, in consultation with students, carers and relevant healthcare professionals, for all students with a medical condition:

- A MHCP details exactly what care a child needs in school, when they need it and who is going to give it. It will also include information on the impact any health condition may have on a student's learning or conduct.

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

- All school staff, including temporary or supply staff, have access to information about medical conditions and understand their duty of care to pupils in an emergency.
- All staff receive training in what action to take in an emergency and this is refreshed at least once a year.
- A student's MHCP should explain what help they need in an emergency and a copy will accompany a student should they need to attend hospital. Parental permission will be recorded in the MHCP for sharing within emergency care settings.
- If a student needs to attend hospital in an emergency, a member of staff (preferably known to the pupil) will accompany them and stay with them until a carer arrives. Staff will not take students to hospital in their own car.

The academy has clear guidance on providing care and support and administering medication:

- The academy understands the importance of medication being taken and care provided as detailed in the pupil's MHCP.
- The academy will ensure that there are sufficient numbers of staff trained to provide first aid care and support, including sufficient to cover any absences, staff turnover and other contingencies.
- The academy committee ensures that there is the appropriate level of insurance and liability cover in place.
- Staff will not give medication (prescription or non-prescription) to a student under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, staff will check the maximum dosage and when the previous dose was given. Parents will be informed. Staff will not give a student under 16 aspirin unless prescribed by a doctor.
- The academy will ensure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Carers must understand that they have a responsibility to let the academy know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, carers will be informed as soon as possible and the academy's disciplinary procedures will be followed.

The academy has clear guidance on the storage of medication and equipment:

- The academy makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment is readily available wherever the child is in the academy and for off-site activities.
- The academy will make sure that all medication and equipment is stored safely and that students with medical conditions know where these are at all times and have access to them immediately.
- The academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a student once they have had specialist training.
- The academy will store medication that is in date and labelled in its original container 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.

- Carers are asked to collect all medications and equipment at the end of the school term and to provide new and in-date medication at the start of each term.
- Staff will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

The academy has clear guidance about record keeping:

- Our admission form requests carers provide information about any medical conditions before enrolment.
- The academy uses a MHCP to record the support an individual pupil needs around their medical condition. This is developed with the student (where appropriate), carer, school staff, plus relevant healthcare services.
- The academy has a record of MHCPs and our Welfare Officer has the responsibility for maintenance of this record.
- MHCPs are reviewed regularly, at least annually or whenever the student needs change.
- The academy seeks permission from carers before sharing any medical information with any other party. Student confidentiality is protected and MHCPs are shared only with relevant staff.
- Staff keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The academy ensures that all staff providing support to a student 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 students' MHCP. This should be provided by a suitably qualified healthcare professional who will confirm their competence. The academy keeps an up-to-date record of all training undertaken and by whom.

The academy ensures that the whole school environment is inclusive and favourable to students with medical conditions, this includes the physical environment, as well as social, sporting and educational activities:

- The academy is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. The academy is also committed to an accessible physical environment for out-of-school activities;
- The academy makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school'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.
- The 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 enrichment clubs and team sports.
- The 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 pupil's medical condition when exercising and how to minimise these.
- Staff make sure that students have the appropriate medication / equipment and refreshments with them during physical activity.

- The academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. The academy will not penalise students for their attendance if their absences relate to their known medical condition.
- Students with medical conditions who are finding it difficult to keep up educationally to the Special Educational Needs and Disabilities Coordinator who will liaise with the student (where appropriate), carer and healthcare professionals
- The academy makes sure that a risk assessment is carried out before any out-of-school 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.

The academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The academy strives to reduce or eliminate these health and safety risks.

- The academy is committed to identifying and reducing triggers both at school and on out-of-school visits.
- MHCPs detail individual student's triggers and details how to make sure they remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- The academy reviews all medical emergencies and incidents to see if or how they could be avoided in future and changes school policy according to these reviews.

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

- This school is committed to keeping in touch with a student when they are unable to attend school because of their condition.
- Staff work in partnership with all relevant parties including the student (where appropriate), carer, governing committee, academy staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

In evaluating the policy, the academy seeks feedback from key stakeholders including students, carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff, local emergency care services, academy committee and the TDET board of directors. The views of students with medical conditions are central to the evaluation process.