



King's Academy Ringmer "in pursuit of excellence"

Supporting Students with Medical Conditions Policy

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Contents:

1. Introduction	Page 2
2. Definitions of medical conditions	Page 2
3. The role of the Governing Board	Page 2
4. Policy Implementation	Page 3
5. Procedures to be followed when notification is received that a student has a medical Condition	Page 4
6. Individual Health Care Plans (IHCPs)	Page 4
7. Roles and Responsibilities	Page 6
8. Staff Training and Support	Page 7
9. The student's role in managing their own medical needs	Page 7
10. Managing medicines on academy premises and record keeping	Page 8
11. Emergency procedures	Page 9
12. Offsite visits and sporting activities	Page 9
13. Work experience	Page 10
14. Hygiene Infection Control	Page 10
15. Equipment	Page 10
16. Unacceptable practice	Page 10
17. Liability and indemnity	Page 11
18. Complaints	Page 11
19. Appendices	
A. Model Process	Page 12
B. Individual Healthcare Plan	Page 13
C. Risk Awareness Plan	Page 19
D. Parental/Carer Agreement for a academy to administer medicine template	Page 21
E. Record of medicine administered to an individual student template	Page 22
F. Record of medicine administered to all students	Page 25
G. Staff training period – administration of medicines	Page 26
H. Contacting emergency services	Page 27
I. Model letter inviting parents/carers to contribute to individual healthcare Plan development	Page 28
J. End of Year Letter to Parents/Carers re: Medicines	Page 29

1. Introduction

- 1.1 This policy is written in line with the requirements of:
- Children and Families Act 2014 - section 100
 - Supporting students at academy with medical conditions: Statutory guidance for governing bodies of maintained academies and proprietors of academies in England, Department for Education (DfE), December 2015
 - 0-25 SEND Code of Practice, DfE January 2015
 - Mental Health and behaviour in academies: departmental advice for academy staff, DfE March 2015
 - Equalities Act 2010
 - Academies Admissions Code, DfE December 2014
- 1.2 This policy should be read in conjunction with the following academy policies SEN Policy, Child Protection and Safeguarding Policy, Off-site visits policy, Complaints Procedure etc.
- 1.3 This policy was developed with staff, parents, governors and will include representatives from healthcare professionals as necessary. The policy will be reviewed annually.

2. Definitions of medical conditions

- 2.1 Students' medical needs may be broadly summarised as being of two types:

Short-term affecting their participation at academy because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at academy to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the academy will provide effective support for their child's medical condition and that student's feel safe.

- 2.2 Some children with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice which explains the duties of local authorities, health bodies, academies and academies to provide for those with special educational needs. For students who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with this policy in respect to those children.

3. The role of the governing Board

- 3.1 The governing Board remains legally responsible and accountable for fulfilling their statutory duty for supporting students at academy with medical conditions. The governing Board of King's Academy Ringmer fulfil this by:

- Ensuring arrangements are in place to support students with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at academy as any other child;
- Taking into account that many medical conditions that require support at academy will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their academy life;
- Ensuring that the arrangements give parents/carers and students confidence in the

academy's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need;

- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and academy staff (this policy);
- Ensuring that the policy includes details on how it will be implemented effectively, including a named person who has overall responsibility for policy implementation
- Ensuring that the policy sets out the procedures to be followed whenever the academy is notified that a student has a medical condition (see section below on procedure to be followed when notification is received that a student has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at academy with medical conditions and that they are reviewed at least annually or earlier if evidence is presented that the student's needs have changed (see section below on individual healthcare plans);
- Ensuring that the policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at academy with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on academy premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in academy trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the correct level of insurance is in place and appropriate to the level of risk (see section on liability and indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support of students with medical conditions (see section on complaints).

4. Policy implementation

- 4.1 The statutory duty for making arrangements for supporting students at academy with medical conditions rests with the governing Board. The governing Board have delegated the implementation of this policy to the staff below, however, the governing Board remains legally responsible and accountable for fulfilling our statutory duty.
- 4.2 The overall responsibility for the implementation of this policy is given to the Principal of King's Academy Ringmer. They will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.
- 4.3 The Principal will ensure the delegation to their wider leadership team for the responsibility

for briefing supply teachers, preparing risk assessments for offsite visits and other academy activities outside the normal timetable and for the monitoring of individual healthcare plans.

- 4.4 The principle first aider/SENCo will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each student and making sure relevant staff are aware of these plans.
- 4.5 All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

5. Procedure to be followed when notification is received that a student has a medical condition

- 5.1 This covers notification prior to admission, procedures to cover transitional arrangements between academies or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For children being admitted to King's Academy Ringmer for the first time with good notification given, the arrangements will be in place for the start of the relevant academy term. In other cases, such as a new diagnosis or a child moving to King's Academy Ringmer mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.
- 5.2 In making the arrangements, we will take into account that many of the medical conditions that require support at academy will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their academy life. We aim to ensure that parents/carers and students can have confidence in our ability to provide effective support for medical conditions in academy, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.
- 5.3 We will ensure that staff are properly trained and supervised to support students' medical conditions and will be clear and unambiguous about the need to actively support students with medical conditions to participate in offsite visits, or in sporting activities, and not prevent them doing so. We will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the academy because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example, infectious disease. We will therefore not accept a child in academy at times where it would be detrimental to the health of that child or others.
- 5.4 King's Academy Ringmer does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place, these discussions will be led by the House Leader and then an individual healthcare plan will be written in conjunction with the parent/carers and the principle first aider and put in place.

6. Individual healthcare plans

- 6.1 Individual healthcare plans will help to ensure that we effectively support students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where

there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all students will require one. The academy, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Principal is best placed to take a final view. *A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is available on the ESCC czone.*

- 6.2 Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the student effectively. The level of detail within the plan will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Where a student has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.
- 6.3 Individual healthcare plans (and their review) should be drawn up in partnership between the academy, parents/carers and a relevant healthcare professional e.g. academy, specialist or children's community nurse, who can best advise on the particular needs of the student. Students should also be involved whenever appropriate. The aim should be to capture the steps which King's Academy Ringmer should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the academy.
- 6.4 We will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They will be developed and reviewed with the student's best interests in mind and will ensure that we assess and manage the risks to the student's education, health and social wellbeing, and minimises disruption. Where a student is returning to academy following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the student will need to reintegrate effectively.
- 6.5 Where home to academy transport is being provided by East Sussex County Council, we will support the development of any risk assessments and, if required, share the individual healthcare plan with the local authority and driver/escort. Where students have a life threatening condition or a medical need that requires an emergency response, individual healthcare plans should be carried on the vehicle detailing the procedure to be followed in the event of an emergency.
- 6.6 Individual healthcare plans will suit the specific needs of each student, but will all include the following information:
- The medical condition, its triggers, signs, symptoms and treatments;
 - The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
 - Specific support for the student's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
 - The level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
 - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

- Who in the academy needs to be aware of the student's condition and the support required;
- Arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the student during academy hours;
- Separate arrangements or procedures required for offsite visits or other academy activities outside of the normal academy timetable that will ensure the student can participate e.g., risk assessment;
- Where confidentiality issues are raised by the parent/student, the designated individual is to be entrusted with information about the student's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

7. Roles and responsibilities

- 7.1 Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at King's Academy Ringmer.
- 7.2 In addition, we can refer to the **Academy Nursing Team** for support with drawing up Individual Healthcare Plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to students with medical conditions.
- 7.3 Other **healthcare professionals, including GPs and paediatricians** should notify the Academy Nursing Team when a child has been identified as having a medical condition that will require support at academy. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy).
- 7.4 **Students** with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.
- 7.5 **Parents/carers** should provide the academy with sufficient and up-to-date information about their child's medical needs. They may, in some cases be the first to notify the academy that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- 7.6 East Sussex County Council will work with us to support students with medical conditions to attend full time. Where students would not receive a suitable education in a mainstream academy because of their health needs, the local authority has a duty to make other arrangements. FLESS (Flexible Learning Educational Support Service) is an East Sussex service which supports academies in the education of children and will provide teaching in a range of settings if a young person is unable to attend academy for 15 days or more because of health needs (whether consecutive or cumulative across the year).
- 7.7 **Providers of health services** should co-operate with academies that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to academies, and their staff, to support children with medical conditions at academy.
- 7.8 The **Ofsted** common inspection framework came into effect on 1 September 2015, aimed at promoting greater consistency across inspection remits. Inspectors must consider how

well a academy meets the needs of the full range of students, including those with medical conditions. Key judgements will be informed by the progress and achievement of these children alongside those of students with special educational needs and disabilities, and also by students' spiritual, moral, social and cultural development. Academies are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

8. Staff training and support

- 8.1 Whole academy awareness training will be arranged, during briefing twice a year, so that staff are aware of the academy's policy for supporting students with medical conditions and their role in implementing that policy.

The following staff will be receiving training for administrating medicines:

Sarah Miller – Reception and Attendance Assistant (24 February 2017)

Catherine Moore – Receptionist (22 January 2019)

Sue Lockyer – Pastoral Intervention Lead (24 February 2017)

All staff receive Health and Safety training.

- 8.2 We will record staff training for administration of medicines and /or clinical procedures
- 8.3 All staff who are required to provide support to students for medical conditions will be trained by healthcare professionals qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.
- 8.4 Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 8.5 For the protection of both staff and student a second member of staff will be present while more intimate procedures are being followed.
- 8.6 Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the academy nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.
- 8.7 All staff will receive induction training and regular whole academy awareness training so that all staff are aware of the academy's policy for supporting students with medical conditions and their role in implementing the policy. The Principal, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- 8.8 The family of a student will often be essential in providing relevant information to academy staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

9. The student's role in managing their own medical needs

- 9.1 If, after discussion with the parent/carer, it is agreed that the student is competent to manage their own medication and procedures, they will be encouraged to do so. This will be reflected in the individual healthcare plan.

- 9.2 Wherever possible students will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the cupboard in the Medical room to ensure that the safeguarding of other students is not compromised. King's Academy Ringmer also recognises that students who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- 9.3 If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

10. Managing medicines on academy premises and record keeping

10.1 At King's Academy Ringmer the following procedures are to be followed:

1. Medicines should only be administered at academy when it would be detrimental to a child's health or academy attendance not to do so
2. No child under 16 should be given prescription or non-prescription medicines without their parents/carers written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the child or young person to involve their parents/carers while respecting their right to confidentiality
3. With parental written consent we will administer non-prescription medicines with the exception of aspirin or aspirin containing medicines, unless it is prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. Parents/carers should be informed.
4. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours
5. We will only accept prescribed medicines, with written permission from parent/carer that are 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 to academies inside an insulin pen or a pump, rather than its original container
6. Medicine must be handed to the main office as soon as the student arrives at academy
7. All medicines will be stored safely in the Medical room. All non-emergency medication will be kept in a locked cupboard used only for that purpose. Some medicines need to be refrigerated. These may only be kept in a refrigerator containing food if they are in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines.
8. Students will know where their medicines are at all times and be able to access them immediately. The key to the locked cabinets and fridge will be held in Reception.
9. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available in the main office. Asthma inhalers should be marked with the child's name.
10. A student who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Monitoring arrangements may be necessary. Otherwise we will keep all controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff will have access. The name of the person(s) responsible for the cabinet or administering medication should be stated on the cabinet. Controlled drugs should be easily accessible in an emergency. In cases of emergency the key will be readily available to all members of staff to ensure access. A record will be kept of any doses used and the amount of the controlled drug held in the academy

11. Staff administering medicines should do so in accordance with the prescriber's instructions. King's Academy Ringmer will keep a record of all medicines administered to individual students stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at academy should be noted. Written records are kept of all medicines administered to students. These records offer protection to staff and students and provide evidence that agreed procedures have been followed
12. Only one member of staff **at any one time** should administer medicines (to avoid the risk of double dosing). Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed). If more than one person administers medicines a system will be arranged to avoid the risk of double dosing, e.g. a rota, routine consultation of the individual student's medicine record before any dose is given, etc.
13. When no longer required, medicines should be returned to the parent/carer to arrange safe disposal
14. Sharps boxes should always be used for the disposal of needles and other sharps.

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow academies to obtain, without a prescription, salbutamol inhalers, if they wish, for use in emergencies. This will be for any student with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

Ringmer has obtained an emergency kit. The academy will only use this in an emergency and they will know if the student has been prescribed an inhaler from their IHCP plan. Ringmer has also obtained emergency generic anaphylactic auto injectors for use in the academy for prescribed users only.

11. Emergency procedures

- 11.1 The Principal will ensure that arrangements are in place for dealing with emergencies for all academy activities wherever they take place, including academy trips within and outside the UK, as part of the general risk management process
- 11.2 Where a student has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- 11.3 If a student needs to be taken to hospital, staff will stay with them until the parent arrives, or accompany a child taken to hospital by ambulance. The academy is aware of the local emergency services cover arrangements and the correct information will be provided for navigation systems.

12. Offsite visits and sporting activities

- 12.1 We will actively support students with medical conditions to participate in offsite visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.
- 12.2 We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. The individual healthcare plan will be updated with specific information required for the visit/activity and a copy will be taken on the visit. All staff supervising offsite visits will be made aware of any medical needs and relevant emergency procedures. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by our Offsite Visits Policy.
- 12.3. Staff with the role of administering medicines must have relevant and current training to do

so. A first aid qualification does not cover the skills and knowledge required for the administration of medicines.

13. Work experience

- 13.1 The academy will assess the suitability of work experience (WEX) placements, with support from the WEX Team. The risk assessment will include the activities being undertaken, travel to and from the placement, supervision during non-teaching time or breaks and lunch hours. This will not conflict with the responsibility of the employer to undertake a risk assessment to identify the significant risks and necessary control measures when students below the minimum academy leaving age are on site.

14. Hygiene/Infection Control

- 14.1 All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff will have access to protective disposable vinyl gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Further information is contained in the First Aid Policy and the Guidance for Academies on First Aid.

15. Equipment

- 15.1 Some students will require specialist equipment to support them whilst attending academy. Staff will check the equipment, in line with any training given, and report concerns the Principle first aider
- 15.2 The maintenance contract/safety checks for all equipment and the procedure to be followed in the event of equipment failure will be detailed within the individual healthcare plan.
- 15.3 Staff will be made aware of the use, storage and maintenance of any equipment.
- 15.4 We have a defibrillator, situated in the main corridor adjacent to the Medical room.

16. Unacceptable practice

- 16.1 Although staff at King's Academy Ringmer should use their discretion and judge each case on its merits with reference to the student's individual healthcare plan, it is not generally acceptable practice to:
- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
 - Assume that every student with the same condition requires the same treatment;
 - Ignore the views of the student or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
 - Send students with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans;
 - Send a student who becomes ill to the academy office or medical room unaccompanied, or with someone unsuitable;
 - Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
 - Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
 - Require parents\carers, or otherwise make them feel obliged, to attend academy to administer medication or provide medical support to their child, including with

toileting issues. No parent/carer should have to give up working because the academy is failing to support their child's medical needs; or

- Prevent students from participating, or creating unnecessary barriers to students participating in any aspect of academy life, including academy trips, e.g. by requiring parents/carers to accompany the child.

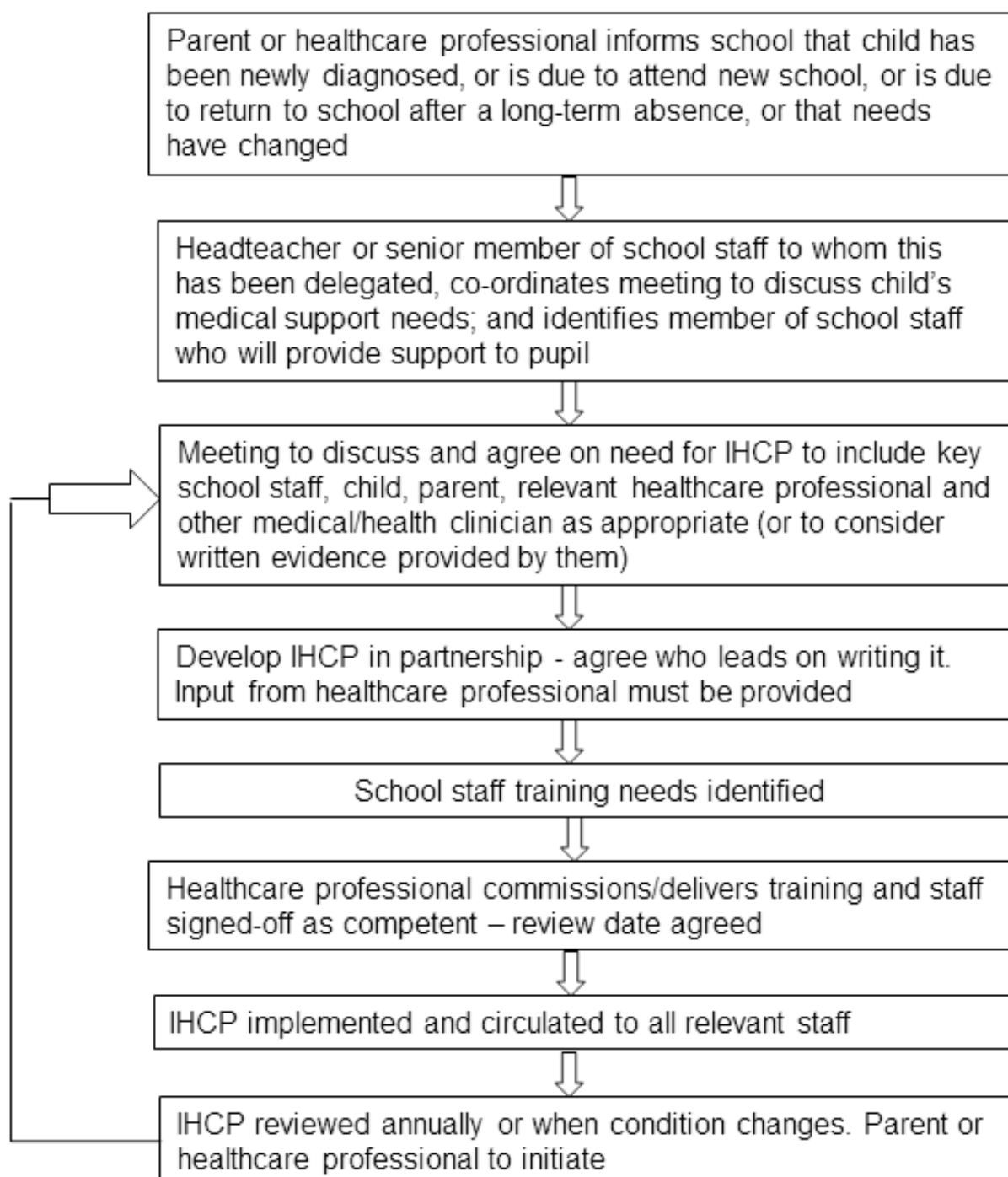
17. Liability and indemnity

- 17.1 Staff who assist with administering medication to a child in accordance with the procedures detailed within this policy are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described here. The indemnity though will not be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against you, the County Council will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made.
- 17.2 Director of Finance and Corporate Affairs holds details of the insurance cover and provider. The Director of Finance and Corporate Affairs will ensure Insurance policies provide liability cover relating to the administration of medication and check that individual medical malpractice cover is in place if needed to be arranged for any healthcare procedures. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer rather than the employee.

18. Complaints

- 18.1 Should parents/carers be dissatisfied with the support provided, they must discuss their concerns directly with the academy. This will be with the child's class teacher/Tutor in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Principal. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the King's Academy Ringmer Complaints Procedure.

Appendix A: Model Process for Developing Individual Healthcare Plans



Appendix B



King's Academy Ringmer

King's Academy Ringmer Individual Healthcare Plan

1. Student's information

Name of student			
Tutor Group and Year Group:		Date of birth:	
Staff member responsible for home-school communication:			
Initial Plan drawn up			

2. Contact information

Student's address:	
Post code:	

Family contact 1

Name:			
Relationship with child:		Telephone (daytime):	
Telephone (evening):		Mobile:	

Family contact 2

Name:			
Relationship with child:		Telephone (daytime):	
Telephone (evening):		Mobile:	

Medical contacts

Name of GP:		Telephone:	
Name of specialist:		Telephone	

3. Details of student's medical conditions

Signs and symptoms of the student's medical condition:
Triggers or things that make the student's condition(s) worse:

4. Routine healthcare requirements

During school hours:
Outside school hours:

5. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container):	
Dose and method of administration:	
When it is taken?	
Are there any side effects related to the medication that could affect the student at school?	
Are there any circumstances in which this medication should not be given?	
Can the student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Medication expiry date:	

Medication 2

Name/type of medication (as described on the container):	
Dose and method of administration:	
When is it taken?	
Are there any side effects related to the medication that could affect the student at school? If yes, provide details:	
Are there any circumstances in which this medication should not be given? If yes, provide details:	
Can the student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Medication expiry date:	

6. Emergency procedures

Outline the steps that the school should take in the event of an emergency related to the student's medical condition(s):
1. 2. 3. 4. 5.

7. Emergency medication

Name/type of medication (as described on the container):	
Describe what signs or symptoms indicate an emergency for this student:	
Dose and method of administration:	
Are there any circumstances in which the medication should not be given? If yes, provide details:	

Are there any side-effects related to the medication that could affect the student at school? If yes, provide details:	
Can the student self-administer the medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> With supervision <input type="checkbox"/>
Is there any follow-up care required? If yes, provide details:	
Who should be notified in the event of an emergency?	Parents <input type="checkbox"/> Specialist <input type="checkbox"/> GP <input type="checkbox"/>

8. Regular medication taken outside of school hours

Name/type of medication (as described on the container):	
Are there any side-effects related to the medication that could affect the student at school? If yes, provide details:	

9. Members of staff trained to administer medications for this student *Regular medication*

Name of staff member:		Date of last training:		Review date:	
Name of staff member:		Date of last training:		Review date:	

Emergency medication

Name of staff member:		Date of last training:		Review date:	
Name of staff member:		Date of last training:		Review date:	

10. Required special education arrangements

What reasonable adjustments and/or special educational needs (SEN) provision is required to accommodate the student's medical condition(s) at school?

--

11. Required special arrangements for off-site activities

What arrangements should the school make to accommodate the medical condition(s) of the student during off-site activities?

--

12. Any other information relating to the student's healthcare

Please state any further information relating to the student's medical condition(s) that the school needs to know.
--

--

13. Meetings

Please state any further information relating to the student's medical condition(s) that the school s to know.
--

--

I agree that the medical agreement outlined in this plan may be shared with individuals involved with my/my child's care and education. I understand that I must provide written notification to the school of any changes.			
Signed: <i>Student</i>		Date:	
Print name:			
Signed: <i>Parent/carer(if pupil is under 16)</i>		Date:	
Print name:			

Healthcare professional agreement

<input type="checkbox"/> I agree that the information is accurate and up-to-date.			
Signed:		Date:	
Print name:		Job title:	

Permission for emergency medication

<input type="checkbox"/> I agree that I/my child can be administered my/their medication by a staff member in an emergency. <input type="checkbox"/> I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements. <input type="checkbox"/> I agree that I/my child can keep my/their medication with me/them for use when necessary.			
Name of medication carried by pupil (as described on the container):			
Signed: <i>(Parent/carer if above age of legal capacity)</i>		Date:	

Principal agreement

It is agreed that {insert name of child}	
<input type="checkbox"/> Will receive the above listed medication at the above listed time(s). <input type="checkbox"/> Will receive the above listed medication in an emergency.	
This arrangement will continue until:	Either end date of course of medication or until instructed by the student's parents/carers.

Appendix C



King's Academy Ringmer

King's Academy Ringmer Risk Awareness for Individual Health plan

Name of Student: _____

Tutor Group _____

Date of Birth: _____

Medical Diagnosis or condition	
Supporting staff	
Name	Name
Role / job title	Role / job title
Arrangements for cover for supporting staff	
Training requirements for supporting staff	
Healthcare professional recommendations	
Specific support for educational, emotional and social needs (to be completed by SENCO and Student support managers)	
Additional information	

Signed: SENCO _____

Date _____

Signed (other staff) _____ Date _____

1st review completed: Date _____ Signed: _____

2nd review completed: Date _____ Signed: _____

Appendix D



King's Academy Ringmer

King's Academy Ringmer Parental Agreement for a academy to administer medicine template

King's Academy Ringmer- Medicine Administering Form

The academy will not give your child medicine unless you complete and sign this form. Please note that King's Academy Ringmer has a policy that the staff can administer medicine with parent/carer and academy permission.

Date for review to be initiated by

Name of student

Date of birth

Tutor Group and Year Group

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
academy/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

Add name of agreed member of staff

I understand that I must deliver the medicine
personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy/setting staff administering medicine in accordance with the academy/setting policy. I will inform the academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Please print name (s) _____

Appendix E



King's Academy Ringmer Record of Medicine Administered to an Individual Student Template

King's Academy Ringmer Record of Medicine Administered to an Individual Child

Name of student	
Date medicine provided by parent/carer	
Tutor Group/Year Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent/carer _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			

Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given

Name of member of staff

Staff initials

Appendix F

Record of Medicine Administered to all Children

King's Academy Ringmer

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix G



**King's Academy Ringmer
Staffing Training Record – Administration of Medicines**

Name of Academy:	
Name of Employee:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that **add name of member of staff** has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by **add name of member of staff**.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix H – Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

Your telephone number: **01273 812220**

Your name:

Your location as follows: **King's Academy Ringmer, Lewes Road, Ringmer, BN8 5RB**

The exact location of the patient within the academy:

The name of the patient and a brief description of their symptoms:

The best entrance to use and state that the crew will be met and taken to the patient:

Put a completed copy of this form by the phone.

Appendix I



King's Academy Ringmer

Model Letter Inviting Parents/Carers to contribute to Individual Healthcare Plan Development

Dear Parent/carer

Developing an Individual Healthcare Plan for your Child

Thank you for informing us of your child's medical condition. I enclose a copy of the academy's policy for Supporting Students at Academy with Medical Conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the academy, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in academy life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher

Appendix J



End of Year Letter to Parents/Carers re: Medicines

Dear Parent/Carer

Re: *"Student name"*

Tutor Group: *"Tutor Group"*

We are holding the following medicines for:

"Student Medication"

We are not permitted to leave any medicines in the Academy during the summer break.

You can either collect *"Student name"* medication before this term ends or we can take them to a local chemist to be safely disposed of.

I have enclosed a form if you wish your child to bring their own medication into academy next year.

If we receive no response, then we will have to dispose of them.

Thank you for your attention.

Yours faithfully

Sarah Miller
Reception, Administration and Attendance Assistant

PLEASE RETURN TO THE RECEPTION OFFICE, KING'S ACADEMY RINGMER

- Medicine returned to parent/student
- Medicine sent to chemist for safe disposal

Student Name *"Student name"* Tutor Group: *"Tutor Group"*
Medicine *Student Medication"*

Signed: Date: