



Colonel Frank Seely Academy

Supporting Students with Medical Needs Policy

Approving Body	Headteacher
Date Approved	September 2024
Version	V 3.2
Supersedes Version	V 3.1
Review Date	September 2026
Legislation	Misuse of Drugs Act (2001) and subsequent amendments
Further Information/Guidance	Department of Education statutory guidance (Sept 2014) Supporting students at school with medical conditions

Policy statement and principles

The Academy is an inclusive community that aims to support and welcome students with medical conditions. The Academy understands its responsibility to make the Academy welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the Academy.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- Achieve economic well-being.
- The Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- The Academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The Academy understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

This Academy has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and wider community. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) Supporting students at school with medical conditions.

These key stakeholders include:

- Strategic Lead for Inclusion
- SENCO
- Pastoral and First Aid teams at Academy
- Students and their Families with Medical conditions
- Health and Safety Co-Ordinator

The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

The Policy forms part of the staff handbook and is available for all staff via shared drives and parents via our website. Key staff, where identified in IHCPs will receive appropriate training on the implementation of the policy.

This 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, emotional, sporting and educational activities

Roles and responsibilities

Parents and guardians – Will be responsible for providing the Academy with details of the medical condition their child has, if they have an Individual Healthcare Plan/working with professionals to create one, advising on changes to condition in a timely manner and providing clearly labelled medication (in date) medication.

Students – Will ensure they inform responsible adults on how their condition affects them

The Governing body – Will ensure health and safety measures for staff and students, risk assessments are inclusive of students with medical conditions, medical policy is kept up to date and report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication

The Headteacher - Will ensure the Academy is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks and liaise between interested parties, they will ensure the policy is implemented and kept up to date, ensuring appropriate training for staff

Academy staff – Will be aware of triggers and symptoms of conditions and how to act in an emergency and know which students have a medical condition. They will allow students immediate access to emergency medication. They will be aware if students with medical conditions suffer bullying or need extra social support and understand common medical conditions and impact on students. They will ensure that all students with medical conditions are not excluded unnecessarily from activities. They will ensure students with medical conditions have adequate medication and sustenance during exercise and be aware medical conditions can affect school work. They will liaise with Learning Managers/Pastoral staff/Inclusion team and raise any concerns they have about a student's medical condition.

First Aiders and other external health professionals (where appropriate) –Give immediate help to casualties in school, ensure ambulance or other professional help is called where necessary. Will help provide regular training to school staff on common medical conditions.

SENCO – Will help update school's medical policy and know which students have SEN due to their medical condition. They will ensure teachers make arrangements if student needs special consideration and ensure students with medical conditions are not excluded unnecessarily from activities.

TAs - will communicate with parents if their child is unwell and will guide students to have access to their medication when in school. They liaise with parents, if the child's learning is suffering due to medical condition and use opportunities to raise awareness of medical conditions across the school alongside the inclusion team.

Monitoring of Individual Healthcare Plans

The Academy uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Health care plans will be completed for each student with medical needs on admission to the academy (new intake/mid year).
- If a student has a short-term medical condition that requires medication during school hours, parents should inform school, where possible students should keep the medication with them or store refrigerated medication in the Main Reception
- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.

This is represented in the table on the following page.

Monitoring of individual healthcare plan: Action	Responsibility	Document
Parents and/or medical professional inform school of medical need	Parent/medical professional	Data collection form (new intake/admission)
IHCP template sent to parents when medical need identified	SENCO for new intake Admissions Administrator to inform SENCO on new in year admission	IHCP Template (appendix 1)
SENCO reviews response from Parents and allocates keyworker as appropriate	SENCO	IHCP template (appendix 1)
If further information is required an IHCP meeting is arranged (input from health care professional)	Keyworker to arrange	IHCP template (appendix 1)
IHCP completed and attached to SIMS/circulated to staff. Data pack updated	Keyworker and/or office team	IHCP template (appendix 1)
School identify training needs and training commissioned by healthcare professional. Staff signed off as competent/review date agreed (if required)	SENCO/Office	IHCP template (appendix 2)
IHCP reviewed annually or when condition changes (parents/healthcare to make school aware)	SENCO	IHCP template (appendix 2)
Parent to complete Administering Medicine Parental Agreement	SENCO/Office	Administering Medicine Parental Agreement (Appendix 2)
School to keep a record of medicine administered to an individual student	SENCO/Office	Record of Medicine Administered to and Individual Student (appendix 3)

Medical Register

- The register is updated on an annual basis, based on information collected from data collection forms. It is held on SIMS.

Ongoing Communication and Review of Individual Healthcare Plans

- Parents should inform their child's lead person of any changes to the IHCP.
- IHCP will be reviewed on an annual basis by school.

Storage and Access to Individual Healthcare Plans

- IHCP will be stored centrally and linked to SIMS
- Staff will be made aware via email/data packs that students have an IHCP
- For offsite activities staff will ensure they have a hard copy
- Information will be forwarded to new school/college with the school file

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

- The Academy understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.
- Our Governing Body/Academy Trust is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug¹ (even if the student can administer themselves) should be done under the supervision of a member of staff.
- When medication is held by the academy a log of when this is administered is kept in the First Aider's room.

Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Examples include

- morphine
- pethidine
- methadone

Storage of medication

Safe storage – emergency medication (EpiPens)

- a. Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, these are kept in the First Aider's room and are easily available. First Aiders are aware of the location.
- b. All students carry their own EpiPens at all times and a spare kept on both school sides
- c. Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard. In either the First Aider's room or fridge.
- b. Students with medical conditions know where their medication is stored and how to access it.

- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. First Aider ensures the correct storage of medication at school.
- b. Annually the First Aider checks the expiry dates for all medication stored
- c. at the academy.
- d. First Aider/TA along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container or packaging (except insulin) and clearly labelled with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- e. Some medication may need to be refrigerated. All refrigerated medication is stored in a locked airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- f. It is the parent's responsibility to ensure new and in date medication arrives with the child on the first day of the new academic year
- g. All medication and equipment is either returned to student or where this is not possible
- h. returned to a pharmacy and/or safely disposed of.

Record keeping

- Parents will complete a permission to administer medication form (appendix 3)
- All information regarding medical conditions and IHCP are stored centrally on ClassCharts
- Copies of IHCP are sent to parents once completed
- The Main Reception/First Aider keep records of medication which are taken by students in a central log (appendix 4).

In an emergency

- Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.
- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- First Aiders have either completed the Emergency First Aid at Work or First Aid at work qualification.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties (staff are required to leave information in packs)
- In an emergency the office team will ensure that relevant details are printed and sent with the student to hospital.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a member of SLT.
- All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g. epipen) where possible and should carry it with them at all times unless it is a

controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.

- For off-site activities, such as visits holidays and other Academy activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Duties of a First Aider

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall:

1. Take charge of the situation
2. Render first aid as necessary
3. Advise of the need for help from a medical practitioner or nurse or of the need for the emergency ambulance to be called, or any other action which needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of First Aid arrangements in the Academy.

The use of asthma inhalers at Colonel Frank Seely Academy

The Academy's students must take responsibility for their own inhalers at all times. Students must take their own inhalers with them when on school trips

Student Asthma Register

List of students known to be diagnosed with asthma is available through SIMS reports.

Complaints

Any complaints should be dealt with in accordance with the Academy's published complaints policy.

Appendix 1

Individual Health Care Plan

Child's name	
Tutor group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Emergency Contact Information	
1st Contact: Name	
Relationship to child	
Phone no. (mobile)	
Phone no. (work)	
Phone no. (home)	
2nd Contact: Name	
Relationship to child	
Phone no. (mobile)	
Phone no. (work)	
Phone no. (home)	
GP	
Name	
Phone no.	
Address	

Other Medical Contact	
Name	
Phone no.	
Address	

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

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

Other information

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

Parent Signature	
Parent name (printed)	
Date	

ADMINISTRATION OF MEDICINES

Colonel Frank
Seely Academy



September 2024

Dear Parent/Carer

ADMINISTRATION OF MEDICATION TO STUDENTS

If your child needs to take medication in school, please complete the attached form and return it to reception.

The medication should be within its use by date and will be stored in the medical room in correct conditions.

We expect students who require medication to take responsibility for informing us if they have taken any tablets earlier in the day. If you believe that your child may get confused in answering questions about this, please complete the section on the form so that we can contact the named person who will be able to give us this information.

Please note the medication must be in its original packaging when brought into school or we cannot accept it.

CFS First Aid

ADMINISTRATION OF MEDICINES

Colonel Frank
Seely Academy



COLONEL FRANK SEELY ACADEMY

Parental Consent for Colonel Frank Seely Academy to Administer Medicine

Colonel Frank Seely Academy will not give your child medicine unless you complete and sign this form. It is our policy that staff can administer medicine, and staff volunteer to do this.

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

Date	<input type="text" value="Day / Month / Year"/>
Child's name	<input type="text"/>
Date of birth	<input type="text" value="Day / Month / Year"/>
Group/Class/Form	<input type="text"/>
Medical condition or illness	<input type="text"/> <input type="text"/> <input type="text"/>
Medicine	
Name/type of medicine/strength <i>(as described on the container)</i>	<input type="text"/> <input type="text"/>
Date dispensed	<input type="text" value="Day / Month / Year"/>
Expiry date	<input type="text" value="Day / Month / Year"/>
Parental signature confirming agreement to administering/changes of dosage of medication	<input type="text"/>
Dosage and method	<input type="text"/>
Timing – when to be given	<input type="text"/>
Special precautions	<input type="text"/>
Any other instructions	<input type="text"/>
Number of tablets/quantity to be given to Colonel Frank Seely Academy	<input type="text"/>

ADMINISTRATION OF MEDICINES

Are there any side effects that the Colonel Frank Seely Academy needs to know about?

Self-administration

Procedures to take in an emergency

Contact Details – First Contact

Name

Daytime telephone number - mobile

Relationship to child

Address

I understand that I must not send medicine/tablets to school with my child without this form

Contact Details – Second Contact

Name

Daytime telephone number - mobile

Relationship to child

Address

Name and phone number of G.P.

[Please sign and date the agreement on the next page]

ADMINISTRATION OF MEDICINES

Colonel Frank
Seely Academy



The above information is, to be the best of my knowledge, accurate at the time of writing and I give consent to Colonel Frank Seely Academy staff administering medicine in accordance with the Colonel Frank Seely Academy policy.

I will inform Colonel Frank Seely Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I accept that this is a service that Colonel Frank Seely Academy is not obliged to undertake.

I understand that I must notify Colonel Frank Seely Academy of any changes, in writing.

Date

Signature(s)
