



# Joseph Leckie Academy

## Supporting Students with Medical Conditions at School

**Approved by JLA Trust Board:** 09/2021

**Last reviewed on:** 09/2022

**Next review due by:** 09/2023

People named/key people in this policy

Name	Role
Mr S Millington	Business Manager (H & S Competent Person) & Appointed Person
All Members of the Leadership Team	Links to Years and Faculties/departments
Mr K Wallworth	SENDCO
Ms T Griffin	Transition Coordinator & Head of Year 7
Ms T Griffin, Mrs D Etches; Mrs D Ram, Mr S Khan, Mrs A Devey, Mrs R Field	Heads of Year
Mr T Freeman	Health and Safety Competent Person
Mrs M DeRome	Designated Person
Mrs M Matharu	Mid-Year Admissions Coordinator for Newly Arrived Students
Mrs K Matharu	Appointed Officer
Mrs S Smith, Mrs N Kumar, Mr A Bradshaw, Mrs S Wood and Dr C Gardiner	Student Support
All Heads of Faculty/Department	

## 1.Introduction

1.1 At Joseph Leckie Academy we have a duty of care for all our students. The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.

1.2 Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the Special Educational Need or Disability (SEND) Code of Practice will also apply. All children 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 and safe.

1.3 At Joseph Leckie Academy we recognise that medical conditions may impact on social and emotional development as well as having educational implications where students may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression. In particular, they may have long term absences which impacts on their attainment. Reintegration back into the Academy will be fully supported so that students with medical conditions are able to fully engage with learning and do not fall behind when they are unable to attend.

1.4 At Joseph Leckie Academy we fully consider the advice from healthcare professionals, other agencies and parents/carers in order to effectively support students with medical conditions.

## 2. Individual Healthcare Plans (IHP)

- 2.1 An IHP will be written for students with a medical condition that is long term and complex.
- This includes Asthma Plans, Diabetic Action Plans, Allergy Action Plans or Epileptic Action Plans which follow the same procedures.
  - It will clarify what needs to be done, when and by whom and include information about the students' condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity.

- Where a student has a SEND but does not have a statement or Education, Health and Care (EHC) plan, their special educational needs will be mentioned in their IHP.
- A completed 'Parental Medicine Consent Form' (Appendix 6 First Aid Policy) from parents/carers must be received before administering any medicine to a student at school.

2.2 When deciding what information should be recorded on the IHP, the Academy will consider the following:

- The medical condition, triggers, signs, symptoms and treatments.
- The student's needs including medication (dose, side-effects and storage).
- Other treatments, time facilities, equipment, testing, access to food and drink, dietary requirements, environmental factors (e.g. corridors, travel between lessons).
- Specific support needed to administer medication or self-medication (if so this should be clearly stated).
- Who will provide support, their training needs, expectations of their role, proficiency to administer the support and cover arrangements when they are unavailable.
- Who needs to be aware of the condition and support required.
- Written permissions for the medication to be administered or self-administered.
- Any special arrangements for Academy trips.
- Confidentiality issues and who should be given this information.
- What to do in an emergency, who to contact and contingency arrangement.

### 3. Roles and Responsibilities

3.1 **Trust Board.** The Trust Board is responsible for:

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

3.2 **Principal.** The Principal has overall responsibility for the implementation of this policy and has made the following arrangements as outlined in the Statutory Guidance for 'Supporting Students with Medical Conditions at School' DfE April, 2014.

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 IHPs, including cover for absence and staff turnover.
- Ensuring that Academy staff are appropriately insured and are aware that they are insured.

3.3 **The Leadership Team member responsible for Health and Safety.** The Leadership Team member responsible for Health and Safety, Mr S Millington, will ensure that:

- Staff responsible for administering this policy are appropriately trained in their roles.
- All staff are made aware of the policy and procedures and their role in supporting students with medical conditions.
- Ensuring that staff teaching or supporting students with medical conditions receive sufficient and suitable training and achieve the necessary level of competency to carry out their role.

3.4 **Appointed Person and Competent Person.** The Appointed Person (Mr S Millington) and The Competent Person (Mr T Freeman) will ensure that:

- IHPs are completed by the appropriate Head of Year (Mrs D Etches, Ms D Ram, Mr S Khan, Mrs A Devey and Mrs R Field) or Transition Manager/Head of Year 7 (Mrs T Griffin) and SENDCO (Mr K Wallworth where students have a SEND) and updates are carried out for students.
- Personal Emergency Evacuation Plans (PEEP) are completed by the relevant Head of Year for students with medical conditions/injuries as required.
- There is support for Head of Year when a Risk Assessment is required for a student.
- Procedures for dealing with students with medical conditions are followed by administration/support staff and First Aiders (see First Aid Policy).
- Procedures for checking parental medical consent forms and medication have been followed.
- All First Aid/Emergency First Aid staff are aware of students on this list each half term.

**3.5 Transition Manager and Head of Year 7.** The Transition Manager and Head of Year 7, Mrs T Griffin is responsible for the induction of Year 7 students including those with medical conditions. This person is responsible for:

- Ensuring the IHP is written or updated in consultation with parents/carers and other healthcare professionals, or other Academy staff as necessary before the start of their first term in the Academy or within two weeks after enrolment if they start during the year.
- Ensuring that any other medical condition (where no IHP is required) is also recorded on SIMS.
- Ensuring that where students also have a Special Educational Needs statement that the SENDCO is involved in writing/amending the EHC plan and IHP.
- Ensuring that where medication is required to be administered in school that the 'Parental Medicine Consent Form' (Appendix 6 of First Aid Policy) is completed and attached to the IHP where applicable or where no IHP is required, the 'Parental Medicine Consent Form' is passed to the Appointed Officer (Mrs K Matharu).
- Ensuring that where medication is stored by the Academy, and there is a valid reason why this is not stored in the back office, the location and reason for this is clearly noted on the IHP.
- Ensuring that students know where their medications are stored.
- Ensuring that where it may be necessary to consult with a GP or medical consultants/nurses, that parental permission is obtained using the agreed parental letter.
- Carrying out a PEEP where there is a disability and attaching this to the IHP and passing it to the Appointed Person to put onto SIMS.
- Informing all First Aiders of students with medical conditions.
- Ensuring the IHP, any other medical information and/or parental consent forms are filed with the office Appointed Officer for IHPs (Mrs K Matharu) for uploading onto SIMS.
- Reviewing the IHP and PEEP where applicable, at regular intervals as stated in the plan or in consultation with parents/carers, medical professionals if the condition changes.

**3.6 Mid-Year Admissions Coordinator for Newly Arrived Students (NAS).** Mid-Year Admissions Coordinator, Mrs M Matharu, will complete the mid-term admission student profile and identify any medical conditions. Where medical conditions are identified, Mrs M Matharu will obtain parental consent to allow her to notify the relevant persons of any medical conditions that the student has. Where a student requires medication, Mrs M Matharu will obtain parental consent (using Appendix 6 of the First Aid Policy). This includes everything from a minor to a serious medical

condition. Mrs M Matharu will inform the Head of Year that an IHP may be required and will also pass on this information to the Designated Person (Mrs M DeRome).

Designated Person, Mrs M DeRome will complete a school health referral form 'Referral and Patient Registration for Children's Services' and fax it off to Walsall School Nursing Service. Mrs M DeRome will then notify the Head of Year that the referral has been made.

Admissions Coordinator for NAS is responsible for:

- Informing the Head of Year of any students with medical conditions.
- Ensuring that where medication is required to be administered in school that the 'Parental Medicine Consent Form' (Appendix 6 of the First Aid Policy) is completed and attached to the IHP (where applicable) or where no IHP is required, the form is passed to the Appointed Officer.
- Ensuring that where medication is stored by the Academy, and there is a valid reason why this is not stored in the back office, the location and reason for this is clearly noted on the IHP.
- Ensuring that students know where their medications are stored.
- Ensuring that where it may be necessary to consult with a GP or medical consultants/nurses, that parental permission is gained using the agreed parental letter.
- Informing relevant teaching staff, form tutor of students with medical conditions and PEEPs (where applicable).
- Supporting the teaching Head of Year with completing the IHP as outlined below for the newly arrived student.

3.7 **Head of Year.** The Head of Year is responsible for:

- Ensuring the IHP is written or updated in consultation with parents/carers, and other healthcare professionals, SENDCO and/or Mr S Millington (only if a Buildings Risk Assessment is required) as necessary within two weeks of their arrival in school.
- Ensuring that where students also have a SEND EHC that the SENDCO is involved in writing/amending the IHP.
- Carrying out a PEEP where there is a disability or temporary injury that limits mobility and attaching this to the IHP (where appropriate) and passing it to the Appointed Officer to put onto SIMS.
- Ensuring that where medication is required to be administered in school that the 'Parental Medicine Consent Form' (Appendix 6 of First Aid Policy) is completed and attached to the IHP (where applicable) or where no IHP is required, the form is passed to the Appointed Officer.
- Ensuring that where medication is stored by the Academy, and there is a valid reason why this is not stored in the back office, the location and reason for this is clearly noted on the IHP.
- Ensuring that students know where their medications are stored.
- Ensuring that the staff who monitor diabetic students (Mrs N Kumar, Dr C Gardiner, Mrs D Etches, Mr A Bradshaw, Mrs S Smith, Mrs A Devey and Mrs S Wood kept up to date with information about their diabetic students (see First Aid Policy).
- Ensuring the IHP, any other medical information and/or parental consent forms are filed with the Appointed Officer for IHPs (Mrs K Matharu) who will upload onto SIMS.

- Developing, monitoring and reviewing the IHP and PEEP (where applicable) at regular intervals (as stated in the plan) or in consultation with parents/carers, medical professionals if the condition changes.

**Please note:**

*Where students already have an Asthma Plan, Diabetic Action Plan, Allergy Action Plan or Epileptic Action Plan they may not need to have a separate IHP. The Head of Year and/or Transition Manager will check that the information contained in the plan is up to date accurate (and includes all the information required in an IHP as stated on page 1). They will ensure the 'Parental Medicine Consent Form' (Appendix 6 First Aid Policy) has been completed, where medication needs to be administered in school.*

*Students with diabetes will be monitored by Student Support Staff/Head of Year who will have a diabetic box in their offices. A separate IHP may be needed where this child suffers from other conditions. The Plan will be uploaded to SIMS and monitored and updated in the same was as an IHP. There is no need to duplicate work.*

The Head of Year is responsible for students with newly diagnosed medical conditions even when these are not formally diagnosed:

- If a student in their year who has been newly diagnosed with a medical condition, a student returning from a period of hospitalisation or where needs have changed, within two weeks of notification they will arrange a meeting together with parents/carers, healthcare professionals, other agencies, SENDCO, Mr S Millington (if a Buildings Risk Assessment is required) and/or other relevant staff as necessary.
- They will then decide if an IHP (even if it is not diagnosed at present) is required or a PEEP or parental consent for medication is needed and follow the process outlined in the Head of Year role above.

For all students on an IHP, the Head of Year is responsible for:

- Arranging for the IHP and PEEP (where applicable) to be reviewed annually, or earlier if evidence is provided that a student's needs have changed from parents/carers, by a member of Academy staff or healthcare professional.
- Ensuring the Appointed Officer (IHP) records the medical condition and PEEP (where applicable) or changes onto SIMS.
- Informing relevant staff (teaching, tutors and First Aiders of any changes).
- Keeping a copy of the IHP and PEEP (where applicable) in the student's records file and copies of any amendments made in their files including emails and memos sent to staff.

**Please note:** *The 'teaching' Head of Year will have some administration support in typing up, scanning and filing of IHPs and associated documentation, but it is still their responsibility to establish and conduct the review meeting with parents/carers and other agencies and they must take overall responsibility to ensure the process is completed fully.*

**Concerns over medical conditions.** Where there is a concern over a medical condition and the person writing the IHP is unsure of who to involve or is concerned about the safety of the student or others, they must consult the Business Manager for Health and Safety and/or the Principal.

**3.8 SENDCO.** The SENDCO is responsible for:

- Liaising with the Transition Manager, Admissions Coordinator for NAS and Head of Year in developing, monitoring and reviewing IHPs and PEEPs (where applicable) for those students with an EHC plan.
- Where a student has an EHC plan which mentions a long term and complex medical condition and there is no IHP, they must inform the Head of Year that an IHP is required and the SENDCO will support the Head of Year in drawing up a IHP in these cases.
- Where a student has a EHC plan which mentions a medical condition and there is no IHP and no IHP is required (minor condition) then they MUST pass on the medical information and any parental consent forms for medication (if required) to the Appointed Officer to ensure this is recorded on SIMS.
- Where a student has a special educational need in a statement or EHC plan, their special educational need will also be mentioned within the IHP.

3.9 **Appointed Officer.** The Appointed Officer for IHPs (Mrs K Matharu) is responsible for:

- Scanning and filing IHP and maintaining accurate and up-to date records.
- Recording any other medical issues onto SIMS which have been passed on by the SENDCO or Head of Year.
- Storing and issuing medication to students with IHPs or passing to other named persons in the plan to issue/administer.
- Informing parents/carers when medication is out of date and in need of safe disposal and replacements.
- Filing the parental consent forms and ensuring these are up to date or renewed if medication changes.
- Ensuring that where medication is stored by the Academy, and there is a valid reason why this is not stored in the back office, as indicated on the IHP, the location is recorded on a quick note on SIMS and the parental consent is filed with the medication after scanning.
- Informing Head of Year when the IHP and PEEP (where applicable) needs reviewing.
- Ensuring that IHP and PEEP (where applicable) or changes are recorded on SIMS.
- Informing all Head of Year, First Aiders of students with medical conditions at the start of each month.

3.10 **Student Support Staff and Head of Year (Diabetic Students).** Student Support Staff and Head of Year are responsible for diabetic students in their year and will:

- Monitor, support and oversee students with diabetes in their year groups.
- Liaise with parents/carers or the relevant Head of Year where concerns arise.
- Ensuring they dispose of any medications/equipment in the appropriate manner.
- Seek further support from Mrs S Smith where concerns arise and receive appropriate training in addition to their First Aid qualifications.

3.11 **Reception Staff.** Reception Staff are responsible for:

- Forwarding all parental consent forms for headaches to the Appointed Officer who will scan onto SIMS and return to reception staff to file these with the medication in a secure place in Reception.
- Administering medication to students as stated on the consent forms.
- Receiving new medication for all other conditions from parents/carers and passing onto Appointed Officer for safe storage and filing.

- Checking that parents/carers have signed a consent form for new medication brought in and passing to the Appointed officer.

**3.12 External Visits Coordinator.** The External Visits Coordinator is responsible for:

- Assisting staff with risk assessment for Academy visits and other activities outside of the normal timetable to ensure that students with medical conditions are able to participate in off- site activities.

**3.13 Heads of Faculty/Department.** Heads of Faculty/Department are responsible for:

- Communicating necessary information about medical conditions to cover staff.
- Communicating necessary information about medical conditions to new teaching staff in their subject at the start of a new academic year or following a set change during the year for a student with a medical need via an agenda item on faculty/departmental meetings.
- Ensuring that staff teaching or supporting students with medical conditions in their subject area receive sufficient and suitable training and achieve the necessary level of competency to carry out their role.
- Ensuring that they and their staff are familiar with the First Aid policy for dealing with an emergency in their classroom or around the Academy.

**3.14 Teaching and Support Staff.** Teaching and support staff are responsible for:

- Ensuring that they are aware of the medical conditions for all the students that they teach/support.
- Communicating necessary information about medical conditions to cover staff.
- Communicating necessary information about medical conditions to new teaching staff in their subject following a set change during the year.
- Undertaking sufficient and suitable training to achieve the necessary level of competency before taking on their role in teaching or supporting students with medical conditions.
- Ensure that students with medical conditions are able to participate in all curricular and extra- curricular activities by modifying and adapting risk assessments for lessons and activities to include students with medical conditions.
- The day to day management of the medical conditions of students they work with, in line with training received and as set out in IHP and how to deal with these students in an emergency
- Ensuring that they are familiar with the First Aid policy for dealing with an emergency in their classroom or around the Academy.

## **4. Administering of medicines**

**4.1 Staff Responsibilities.** Before administering any medication, the relevant First Aider; Appointed Person or other member of staff must check to see that:

- Written consent (Appendix 6 Academy First Aid Policy) from parents/carers has been received before administering any medicine to a student at school.
- That the medication is
  - Prescribed for that student
  - In-date
  - Labelled



- Provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage<sup>1</sup>.

#### 4.2 **Academy Responsibilities.** The Academy will ensure that:

- Medicines are stored safely.
- Students should know where their medicines are at all times.
- Written records will be kept of all medicines administered to students, stating what, how much, when and by whom.
- 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.
- Students who refuse to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the agreed procedure in the IHP. Parents/carers should be informed so that alternative options can be considered.
- When no longer required or out of date, medicines should be returned to parents/carers to arrange for their safe disposal.

### 5. Action in Emergencies

5.1 See the Academy's First Aid Policy for procedures in dealing with emergencies.

### 6. Activities beyond the curriculum

6.1 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.

6.2 When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate

### 7. Good Practice

7.1 The following items are good practice with regard to students with medical conditions, the Academy will respond to each individual case in the most appropriate manner. Academy staff will:

- Encourage students to have their inhalers with them at all times.
- Allow students to receive their medication when and where necessary.
- Not assume that every student with the same condition requires the same treatment.
- Not assume that a student may be faking a medical condition but treat each condition with appropriate First Aid/support as required, our procedures allow medical conditions to be monitored by Head of Year and other key staff in order to take preventative actions as required.
- Consider the views of the student or their parents/carers, medical evidence or opinion, (although this may be challenged where appropriate).
- Avoid sending students with medical conditions home frequently.
- Allow students with medical conditions to stay for normal Academy activities, unless this is specified in their IHP.

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<sup>1</sup> 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.

- Send them to the Academy reception, if they become too ill to stay under the teacher's supervision but always accompanied with someone suitable.
- Encourage good attendance, encourage parents/carers to arrange appointments outside of school time wherever possible, but not penalise students for their attendance record if their absences are related to their medical condition e.g. Hospital appointments.
- Allow students with medical conditions to drink, eat or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication and provide medical support to their student, including with toileting issues. No parent/carer should have to give up working because the Academy is failing to support their student's medical needs.
- Reduce any unnecessary barriers to students participating in any aspect of Academy life, including Academy trips, e.g. by not requiring parents/carers to accompany the student.

## **8. Complaints**

8.1 An individual wishing to make a complaint about actions regarding the Academy's actions in supporting a student with medical conditions should discuss this with the Principal in the first instance.

8.2 If the issue is not resolved, then a formal complaint may be made, following the Academy Complaints Procedure.

## Process for developing Individual Healthcare plans

Parent, primary school or healthcare professional informs the Academy that a child has a healthcare plan, has been diagnosed with a new condition or that needs have changed.



Transition Manager/Head of Y7, SENDCO, Admissions Coordinator for NAS, Head of Year coordinates a meeting to discuss the child's medical support needs.



Meeting to discuss and agree on need for IHP to include key Academy staff (this may include some of the following: SENDCO, HEAD OF YEAR, SDP, Mentor, Health and Safety Manager for Risk Assessments); child; parent; relevant healthcare professional or other clinician as appropriate (or to consider written evidence provided).



Develop the IHP in partnership and agree. Lead person (as outlined in the policy) and must include input from the healthcare professional.



If any Academy staff training needs identified, Lead person arranges for the healthcare professional to carry out the training in consultation with the Leadership Team Person for Health and Safety.



Healthcare professional delivers training if required and review date is agreed.



IHP is implemented and information circulated to all relevant staff and filed along with any medication by the Appointed Person. Lead person to ensure records are passed on to Appointed Officer to be updated on SIMS.



Agreed renewal date passed onto the relevant HEAD OF YEAR by Appointed Officer. Lead person (HEAD OF YEAR) will renew the IHP using the above procedure.

