

MEDICAL CONDITIONS AND MEDICINES MANAGEMENT POLICY (Statutory)



**Nunthorpe
Academy**

Preamble

Nunthorpe Academy is committed to ensure that students with medical conditions are supported. Nunthorpe is an inclusive community that supports and welcomes students with medical conditions. The Academy provides all students with any medical condition the same opportunities as other students.

This Policy has been written with guidance from the DFE Supporting pupils at school with medical conditions (April 2014). The Academy recognises the duties in the Children and Families Act, The Equality Act and the Disability Discrimination Act.

In Practice this means:

1. A list of students with serious medical conditions is displayed in Heads of Houses and Head of Department Offices, on the Staff Shared area and in in the Medical Room.
2. Health Care Plans ('HCP') for individual students are in a master file in the Central Administration Office. These are produced and maintained by the **Head of Inclusion** parents/carers, Head of House, Pastoral Managers and Form Tutors. It is the parent's responsibility to inform the Academy of any changes that are required to the Health Care Plans throughout the academy year. The academy will request any changes to the Health Care Plans on an annual basis.
3. A medical locked locker is available to hold individual medical kits which are labelled with names, tutor groups, year groups and medical condition(s). It is the parents/carers responsibilities to ensure the kit contents are fit for purpose and are not out of date (parents/carers commit to this in signing their child's HCP).
4. Students access their own medication having been shown and told when they first begin their career at Nunthorpe.
5. A First Aid call Log is managed by the Administration Manager and completed by all relevant First Aiders as necessary. ALL MEDICAL ROOM VISITS BY STUDENTS ARE LOGGED.
6. A summary report is shared with the local governing body at full board meetings
7. The local governing body will annually review all relevant Academy policies and procedures associated with student medical conditions.
8. Short term medication can be stored in the separate fridge in the Medical Room and students can administer these medicines themselves.
9. Students with potentially serious conditions (e.g. diabetes and certain critical allergies) carry an Academy Medical Pass, containing a photograph, with them at all times. This pass allows them to leave lessons as and when necessary. Another student will also accompany the student with the medical condition to the Medical Room.
10. All Staff are given annual medical conditions management training by the School Nurse or other medically qualified health practitioner.
11. In the management of specific life threatening allergy conditions, any staff who volunteers to administer an epi pen to a student in need, sign a central register within their faculty area. A copy of the register is retained in the Central Administration Office. These signup sheets are reproduced annually – organised by the Administration Manager.

This policy will be kept under regular review in light of legal developments and best practice.

MEDICAL CONDITIONS AND MEDICINES MANAGEMENT POLICY (Statutory)



**Nunthorpe
Academy**

12. No tablets (e.g. paracetamol) are given to students unless they have been brought in by their parents/carers in a clear marked container with the student's name and tutor group and the name and quantity of the tablet(s) and the parent has notified the Academy. The student must bring the tablets to the main office at the start of the school day and it is the students responsibility to come to the office to be given the tablets for them to self-administrate.
13. If required the Academy will give Prescription Medicines such as Ritalin to assist in Behaviour Management of the students. A signed letter of consent is required from the parent giving consent for the Academy to administrate the medication, a record sheet of date and time taken, named person giving the medication is kept within the Inclusion Office .The medication is kept in a secure, lockable 'safe' with the students name and tutor group highlighted within the Inclusion Office.
14. Links will be made in liaison with any hospital that any student who is admitted throughout the Academic Year to ensure the student is supported as an inpatient and with creating a reintegration plan to support them to return to the Academy. This could be by providing work or allowing a modified/reduced timetable on return to the Academy. Referrals for Complementary Education will be made where needed by the Head of Inclusion.
15. Adjustments and modifications will be made to student's timetables to allow the student to return to the Academy as quickly as possible for example; only attending ground floor lessons if mobility is a concern or being withdrawn from Physical Education lessons for a selected agreed period of time and spending the additional time within the Inclusion Department. This process will be completed in liaison with Pastoral Managers, Inclusion staff, parents and health professionals if required.

This policy will be kept under regular review in light of legal developments and best practice.