



**Nunthorpe**  
Academy

# SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND MEDICINES MANAGEMENT POLICY

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## **Introduction**

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 (Dec 2015 ). 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 medical conditions is displayed on the Staff Shared area and in the Medical Room and in Inclusion Office. Any student with a serious medical condition is placed on the students' individual Sims quick note front page.
2. Health Care Plans ('HCP') for individual students are in a master file in the Central Inclusion Office. These are produced and maintained by the **AVP Inclusion** and the Inclusion Administrator and parents/carers. Initial meetings are arranged when pre-existing medical information is noted on the Admissions Form. It is the parent's/carer'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. Any new conditions should be communicated to the Pastoral team in the first instance who will liaise with the AVP Inclusion and Inclusion Administrator.
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 It is the parents/carers responsibilities to ensure the kit contents are fit for purpose and are not out of date (parents/carers commit to this in signing their child's HCP).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 who access their own medication having been shown and told when they first begin their career at Nunthorpe Academy.
5. A First Aid call Log is managed by the Inclusion Administrator 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 in their PDBW focused 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 Inclusion Department 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, 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 Inclusion Department.
10. All Staff are given annual medical conditions management training by the School Nurse or other medically qualified health practitioner.
11. The school nurse operates a 'drop in' clinic once per week at the academy which the Pastoral team can refer students to through the AVP Inclusion. Up to date information is shared via the weekly Nunthorpe News to inform students of this service and allocated day.
12. Allergies 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. A copy of the register is retained in the Inclusion Office. These signup sheets are reproduced annually – organised by the Inclusion Administrator. Any pupil in school who has a severe allergy will have an individual health care plan and an epi-pen in school. These

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



are kept on the child and in the Inclusion Office. See APPENDIX 3 for what to do if a child has a severe allergic reaction in school.

13. 15. Epilepsy Each student who is identified as suffering from epilepsy will have an individual health care plan in the Inclusion Office. This identifies the level of support required for the student and the treatment/medication. See APPENDIX 3 for what to do if a child has a seizure in school.
14. 16. Asthma Each student in school who suffers from asthma should have a completed Asthma Care Plan (APPENDIX 2), and at least one inhaler in school. All inhalers are kept in the student's blazer pocket. The care plan, which is completed by the parent, will state the type of inhaler, dosage needed, when needed and if he/she uses a spacer for ease of administration, and whether he/she can administer it themselves. See APPENDIX 3 for what to do if a child has an asthma attack in school.
15. 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). The student must bring the tablets to the Inclusion Office or Pastoral Manager 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.
16. If required, the Academy will give Prescription Medicines such as Ritalin to assist in Behaviour Management of identified students. A signed letter of consent is required from the parent/carer 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 student's name.
17. 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 AVP of Inclusion.
18. 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/carers and health professionals if required. Risk Assessments are written on an individual student basis and when needed. All Part time timetables are to be approved by the Head of School and shared with the Local Authority as and when appropriate by the AVP Inclusion.
19. Procedure for notification of a medical condition APPENDIX 4

#### Links to other policies

- Accessibility Policy
- Safeguarding and Child Protection Policy
- SEND Policy

#### Supporting information and websites

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/send-code-of-practice-0>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

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## Appendix 1 - Health Care Plan

<b>Name of Student:</b>		<b>Tutor Group:</b>	
<b>Date of Birth:</b>		<b>Date of Plan:</b>	
<b>Address of Student:</b>			
<b>Medical Condition/Diagnosis:</b>			
<b>Date of Diagnosis:</b>		<b>Date of Review</b>	
<b>Family Contact Details</b>			
<b>Name of Parent/Carer (1)</b>			
<b>Telephone Contact - Home:</b>			
<b>Work:</b>			
<b>Mobile:</b>			
<b>Name of Parent/Carer (2)</b>			
<b>Telephone Contact – Home:</b>			
<b>Work:</b>			
<b>Mobile:</b>			
<b>Clinic/Hospital Contact</b>			
<b>Name of Contact:</b>			
<b>Hospital:</b>			
<b>Phone Number:</b>			
<b>GP Details</b>			
<b>Name of Doctor:</b>		<b>Phone Number:</b>	
<b>Surgery Address:</b>			

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## Details of Care

Please describe the medical needs and give details of the student's symptoms.

Daily care requirements (e.g. before PE/ at Lunchtime etc).

Describe what constitutes an emergency for the student and the action required if this occurs.

Is there any Follow up Care needed?

Who is responsible in an emergency (please state if this is different for any off-site activities)

This form should be completed and copies given to:

**Appendix 2 - Asthma Care Plan**

Dear Parent(s) / Carer(s)

Our records show that your child has Asthma. Could you please complete an Asthma Care Plan so, should the need arise, we can treat your child in the appropriate way.

This plan should be returned to school as soon as possible.

Name:.....

Address:.....

Date of birth:.....

Contact details:.....

Alternative Contact:.....

My child.....suffers from asthma and takes..... puffs of Salbutamol inhaler ( blue/brown in colour) for a cough, wheeze or breathlessness.

Delete as appropriate

My child.....needs/does not need to take..... puffs of his/her inhaler 15 minutes before exercise and will have it with him/her on all school trips

My child does / does not use a spacer to administer the dose of the inhaler

- My child can administer the inhaler themselves
- I give permission for a first aid member of staff to assist my child

The inhaler will be administered by a first aid member of staff following the steps listed below:

1. Speak calmly and encourage the child to sit up and encourage her/him to breathe slowly
2. Shake the inhaler
3. Slot the inhaler into the end of the spacer
4. Place the other end of the spacer in the mouth sealing lips around the mouthpiece
5. Press the canister
6. Encourage 5 big slow breaths in and out as slow as she/he can manage, or 30 seconds per puff with mask on

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- 7. Repeat from step 2 if more doses are needed
- 8. This medication should be effective within 5-10 minutes
- 9. If ..... needs her/ his inhaler (10 puffs) in a spacer more often than 4 hourly in school a member of first aid staff will contact parents to inform them.

At home .....takes other medication to try to control her/his asthma.

The expiry date for my child(s) ..... inhaler in school is.....

Please sign below to accept responsibility for the following;

I take full responsibility for checking my child’s inhaler is in date and will also send an up-to-date inhaler into the academy

I will ensure the inhaler and spacer are clearly labelled with my child’s name

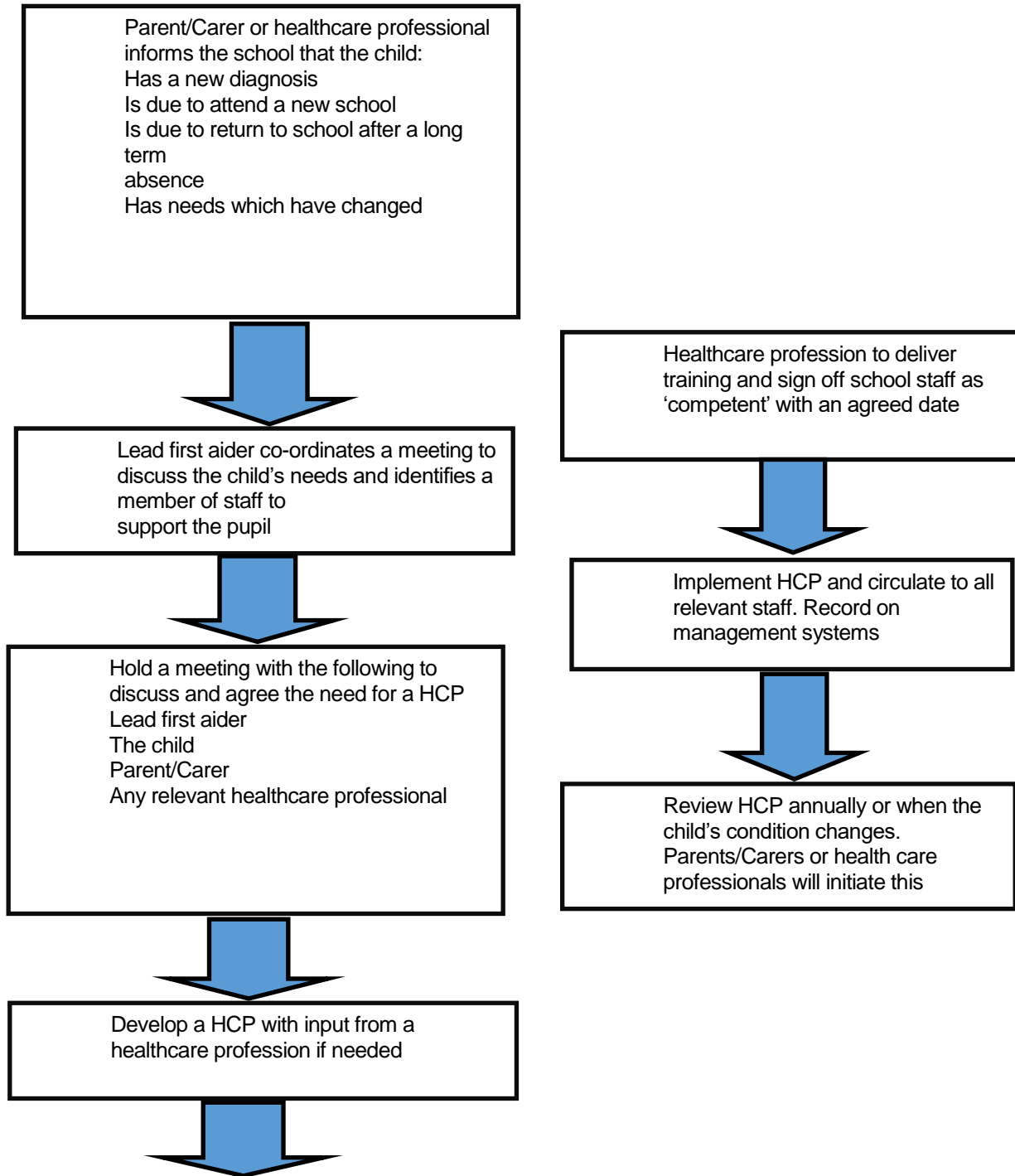
I give permission for a first aid member of staff to help in giving my child their inhaler if necessary

Parent/ Carer:.....

Date:.....



**Appendix 3 -Procedure for when notified that a student has a medical condition**







## **Appendix 4- Anaphylaxis Risk Assessment**

(see separate attachment)