



**The
Blyth
Academy**

Supporting Students with Medical Conditions (Incorporating Administration of Medication)

Supporting students with Medical Conditions

Academy Name: The Blyth Academy
Date Policy Formally Reviewed/Approved By Governors: July 2015
Date Policy Becomes Effective: 1 st September 2015
Review Date (s): Under Review
Person(s) responsible for Implementation and Monitoring: Vice Principal Behaviour & Safety
Author: AMR
Location of Policy: Staff Intranet, Academy Website
Other relevant policies Health & Safety Policy Safeguarding & Child Protection Policy Administering of medication Policy

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Policy statement

The Blyth Academy is an inclusive community that aims to support and welcome students with medical conditions.

The Blyth Academy aims to provide all students with all medical conditions the same opportunities as others at 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.

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 academy. Staff receive training on the impact medical conditions can have on students.

The Academy has clear guidance on the administration of medication at academy.

The Academy has clear guidance on the storage of medication at academy.

The Academy has clear guidance about record keeping.

The Academy ensures that the whole academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

The Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The academy is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

Each member of the academy and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

*** The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.**

Policy guidelines

The Academy medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings:

Students with medical conditions and their parents
Health team who support students in the academy i.e. school nurse;
Principal;
Staff;
Special educational needs coordinator;
Pastoral care team;
Members of staff trained in first aid;
All other academy staff;
Local emergency healthcare staff (such as accident & emergency staff and paramedics);
Local healthcare professionals;
Academy governors.

The views of students with various medical conditions were actively sought and considered central to the consultation process. This information will be recorded on a healthcare plan.

The Academy recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

Students are informed and regularly reminded about the medical conditions policy:

- through the academy's pupil representative body;
- in the academy newsletter at several intervals in the academy year;
- in personal, social and health education (PSHE) classes;
- through academy-wide communication about results of the monitoring and evaluation of the policy.

Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement on the academy's website and signposting access to the policy at the start of the academic year when communication is sent out about medical and/or healthcare plans;
- in the academy newsletter at several intervals in the academic year
- when their child is enrolled as a new pupil;
- through academy-wide communication about results of the monitoring and evaluation of the policy.

Academy staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at the first staff meeting of the academic year and before Healthcare plans are distributed to parents at scheduled medical conditions reviews;
- through the key principles of the policy being displayed in several prominent staff areas;
- through academy-wide communication about results of the monitoring and evaluation of the policy;
- all supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about the academy's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the academic year
- via primary care trust (PCT) links and the community nurse
- through communication about results of the monitoring and evaluation of the policy.

All other external stakeholders are informed and reminded about the academy's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the academic year
- through communication about results of the monitoring and evaluation of the policy.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this academy

All staff at the academy are aware of the most common serious medical conditions of students and staff.

Staff at the academy understand their duty of care to students in the event of an emergency. In an emergency situation academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

All staff who work with groups of students at the academy receive training and know what to do in an emergency for the students in their care with medical conditions.

Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at the academy is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.

The academy uses healthcare plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

The academy has procedures in place so that a copy of the student's healthcare plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

The academy has made arrangements with the local hospital to ensure the timely transfer of Healthcare plans to the hospital in the event of an emergency.

* Emergency procedure posters are provided in this policy document for anaphylaxis, asthma, diabetes and epilepsy.

All staff understand and are trained in the academy's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give;
- who to contact within the academy.

Training is refreshed for all staff at least once a year.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include the staff room, food preparation areas and sporting facilities.

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 tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take students to hospital in their own car. This academy has clear guidance from

the Trust on when (and if) this is appropriate.

The academy has clear guidance on the administration of medication.

Administration – emergency medication

All students at the academy with medical conditions have **easy access to their emergency medication.**

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication must be advised where their medication is stored and how to access it.

Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff from the academy.

The academy understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

There are several members of staff at the academy who have been specifically contracted to administer medication, their names and contact details are located on the first aid rota, which be found via reception, the medical room and the staff room

Staff should be clear that any member of staff may administer prescribed medication to students under the age of 16, but only with the written consent of the student's parent.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. The Trust provides full indemnity.

All academy staff will be informed at the start of each academic year and new staff as part of their induction that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents of students at the academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the academy immediately and in person.

If a student at the academy refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. A copy of the child's healthcare plan should be included in the visit documentation.

If a trained member of staff, who is usually responsible for administering medication, is not available the

academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a student misuses medication, either their own or other students, their parents are informed as soon as possible. These students are subject to the academy's usual disciplinary procedures.

Academy guidance on the storage of medication at academy

Safe storage – emergency medication

Emergency medication is readily available to students who require it at all times during the academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

For most students their emergency medication is kept in the well-being centre.

Safe storage – non-emergency medication

All non-emergency medication is kept in the well-being centre, in a lockable cupboard or fridge in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

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

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at the academy.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

Once each term the identified member of staff checks the expiry dates for all medication stored at academy.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to the academy is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in the well-being centre, inaccessible to unsupervised students or lockable as appropriate.

All medication is collected by a parent or appropriate adult at the end of each term and at the end of the academic year. **Medication must not stored in summer holidays.**

It is the parent's responsibility to ensure new and in date medication comes into the academy on the first day of the new academic year.

Safe disposal

Parents are requested to collect out-of-date medication. Should they fail to do so it is then returned to the local chemist for safe disposal. Where possible staff will ensure a receipt is given for medication handed over to the chemist.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least once a term and is always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the academy or the student's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Guidance about record keeping

Enrolment forms

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each academic year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare plans

The academy uses a healthcare plan to record important details about individual student's medical needs, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the healthcare plan if required.

See Appendix I – Form I

A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:

- at the start of the academic year
- at enrolment
- when a diagnosis is first communicated to the academy.

If a student has a short-term medical condition that requires medication during academy hours, a healthcare plan form plus explanation is sent to the student's parents to complete.

The parents, healthcare professional and student with a medical condition are asked meet with a representative from the academy to fill out the student's healthcare plan together.

Academy healthcare plan register

Healthcare plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register here at the academy.

The responsible member of staff follows up with the parents any further details on a student's healthcare plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of healthcare plans

Parents are regularly reminded to update their child's healthcare plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at the academy use opportunities such as parent evenings and home-academy diaries to check that information held by the academy on a student's condition is accurate and up to date.

Every student with a healthcare plan has their plan discussed and reviewed at least once a year.

Storage and access to healthcare plans

Parents and students are provided with a copy of the student's current agreed healthcare plan.

Healthcare plans are kept in a secure central location.

Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' healthcare plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of students have access to the Healthcare plans of students in their care.

When a member of staff is new to a student group, for example due to staff absence, the academy makes sure that they are made aware of (and have access to) the Healthcare plans of students in their care.

The academy ensures that all staff protect student confidentiality.

The academy seeks permission from parents to allow the Healthcare plan to be sent ahead to emergency care staff, should an emergency happen during academy hours or at a academy activity outside the normal academy day. This permission is included on the Healthcare plan.

The academy seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare plans

Healthcare plans are used by this academy to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil 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 that bring on symptoms and can cause emergencies. The academy uses this information to help reduce the impact of common triggers;
- ensure that all medication stored at the academy is within the expiry date
- ensure 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 the academy for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a student requires regular prescribed medication during the academy day, parents are asked to provide consent on their child's Healthcare plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare plan for staff to administer medication.

If a student requires regular/daily help in administering their medication then the academy outlines the agreement to administer this medication on the student's Healthcare plan. The academy and parents keep a copy of this agreement.

Parents of students with medical conditions are all asked at the start of the academy year on the Healthcare plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

Parents are sent a residential visit form to be completed and returned shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the student manage their condition while they are away. This includes information about medication not normally taken during academy hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-academy hours activities where medication is required. These are accompanied by a copy of the student's Healthcare plan.

All parents of student's with a medical condition attending an off site visit or overnight stay are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

Other record keeping

The academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

The academy holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the academy and reviewed every 12 months to ensure all new staff receive training.

All staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. A register is kept of staff that have had the relevant training.

The academy keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

The academy ensures that the whole academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

The academy is committed to providing a physical environment that is accessible to students with medical conditions.

Students with medical conditions are included in the consultation process to ensure the physical environment across the whole site is accessible.

The academy's commitment to an accessible physical environment includes out-of-academy visits. It is acknowledged that this sometimes means changing activities or locations.

Social interactions

The academy ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after academy.

The academy ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended academy activities such as academy discos, academy productions, after academy clubs and residential visits.

All staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the academy's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

The academy understands the importance of all students taking part in sports, games and activities.

The academy ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

The academy ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

Staff and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

The academy ensures all PE teachers, classroom teachers and sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

The academy ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

The academy ensures all students with medical conditions are actively encouraged to take part in out-of-academy clubs and team sports.

Learning and Teaching

The academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student is missing a lot of time at academy, they have limited concentration or they are frequently tired, all staff understand that this may be due to their medical condition.

Staff at the academy are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The SEN coordinator consults the student, parents and the healthcare professional to ensure the effect of the student's condition on their academy work is properly considered.

Students at the academy learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out by the EVC prior to any out-of-academy visit and medical conditions are considered during this process. Factors considered include:

- how all students will be able to access the activities proposed;
- how routine and emergency medication will be stored and administered;
- where help can be obtained in an emergency.

The academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The academy considers additional medication and facilities that are normally available at academy.

Risk assessments are carried out before students start any work experience or off-site educational

placement. It is the academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

The academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

The academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both on site and on out-of-academy visits.

Staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

The academy has a list of common triggers for the common medical conditions. The academy has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.

Written information about how to avoid common triggers for medical conditions has been provided to all academy staff.

Each member of staff knows their roles and responsibilities in maintaining an effective medical conditions policy

The academy works in partnership with all interested and relevant parties including the academy's governing body, all academy staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at the Blyth academy.

Employer

The employer has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in academy activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips;
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions;
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated;
- report to parents, students, academy staff and the local authority about the successes and areas for improvement of this academy's medical conditions policy;
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

Principal

This academy's head teacher has a responsibility to:

- ensure the academy is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks;
- liaise between interested parties including students, academy staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, academy nurses, parents, governors, the academy health service, the local authority transport service, and local emergency care services;
- ensure the policy is put into action, with good communication of the policy to all;
- ensure every aspect of the policy is maintained;
- ensure that information held by the academy is accurate and up to date and that there are good

- information sharing systems in place using student' Healthcare plans;
- ensure pupil confidentiality;
 - assess the training and development needs of staff and arrange for them to be met;
 - ensure all supply teachers and new staff know the medical conditions policy;
 - delegate a staff member to check the expiry date of medicines kept at the academy and maintain the medical conditions register;
 - monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders;
 - update the policy at least once a year according to review recommendations and recent local and national guidance and legislation;
 - report back to all key stakeholders about implementation of the medical conditions policy.

All staff

All staff at this academy have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the academy's medical conditions policy;
- know which students in their care have a medical condition and be familiar with the content of the students Healthcare plan;
- allow students to have immediate access to their emergency medication if appropriate and consent has been given in writing;
- maintain effective communication with parents including informing them if their child has been unwell;
- ensure students who carry their medication with them have it when they go on a off-site visit or out of the classroom;
- be aware of students with medical conditions who may be experiencing bullying or need extra social support;
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell);
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this academy have a responsibility to:

- ensure students who have been unwell catch up on missed academy work;
- be aware that medical conditions can affect a pupil's learning and provide extra help when students need it;
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition;
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

Academy nurse or academy healthcare professional

The academy nurse at this academy has a responsibility to:

- help update the academy's medical conditions policy
- help provide regular training for academy staff in managing the most common medical conditions at academy
- provide information about where the academy can access other specialist training.

First aider

- First aiders at this academy have a responsibility to: give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the academy
- when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

Special educational needs coordinators at this academy have the responsibility to:

- help update the academy's medical condition policy;
- know which students have a medical condition and which have special educational needs because of their condition;
- ensure students who have been unwell catch up on missed academy work;
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral support/welfare officers

The pastoral support/welfare officer at this academy has the responsibility to:

- help update the academy's medical conditions policy;
- know which students have a medical condition and which have special educational needs because of their condition;
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students, who attend this academy, have a responsibility to:

- complete the pupil's Healthcare plans provided by parents;
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of academy hours;
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition;
- ensure the child or young person knows how to take their medication effectively;
- ensure children and young people have regular reviews of their condition and their medication;
- provide the academy with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents);
- understand and provide input in to the academy's medical conditions policy.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the academy about children and young people's medical conditions, to ensure best possible care;
- understand and provide input in to the academy's medical conditions policy.

Students

The students at this academy have a responsibility to:

- treat other students with and without a medical condition equally;
- tell their parents, teacher or nearest staff member when they are not feeling well;

- let a member of staff know if another pupil is feeling unwell ;
- let any student take their medication when they need it, and ensure a member of staff is called;
- treat all medication with respect;
- know how to gain access to their medication in an emergency;
- if mature and old enough, know how to take their own medication and to take it when they need it;
- ensure a member of staff is called in an emergency situation.

Parents*

The parents of a child at this academy have a responsibility to:

- tell the academy if their child has a medical condition;
- ensure the academy has a complete and up-to-date Healthcare plan for their child;
- inform the academy about the medication their child requires during academy hours;
- inform the academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-academy activities;
- tell the academy about any changes to their child's medication, what they take, when, and how much;
- inform the academy of any changes to their child's condition;
- ensure their child's medication and medical devices are labeled with their child's full name;
- provide the academy with appropriate spare medication labeled with their child's name
- ensure that their child's medication is within expiry dates;
- keep their child at home if they are not well enough to attend academy;
- ensure their child catches up on any academy work they have missed;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional;
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Further advice and resources

The Anaphylaxis Campaign

PO Box 275

Farnborough

Hampshire GU14 6SX

Phone 01252 546100

Fax 01252 377140

info@anaphylaxis.org.uk

www.anaphylaxis.org.uk

Asthma UK

Summit House

70 Wilson Street

London EC2A 2DB

Phone 020 7786 4900

Fax 020 7256 6075

info@asthma.org.uk

www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

**Long-Term
Conditions Alliance**

202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

National Children's Bureau

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk

Healthcare plan

For pupils with medical conditions at school

Date form completed:..... Date for review:.....

1. Student information

Male

Female

Name of school: **The Blyth Academy** Tel: **01670 798100**

Name of studentDOB:/...../..... Tutor Group:

Religion & cultural considerations

Person responsible for home-school communication.....

2. Contact information

Student's address

..... Postcode

Family contact 1 (Contact in an emergency first/second)

Name

Address

..... Postcode

Phone (day) Mobile

Phone (evening) Relationship with child

Family contact 2 (Contact in an emergency first/second)

Name

Address

..... Postcode

Phone (day) Mobile

Phone (evening) Relationship with child

Other emergency contact if appropriate

Name

Address
..... Postcode

Phone (day) Mobile

Phone (evening) Relationship with child

GP – Name Phone

Pharmacy – Name Phone

Additional health specialist contacts

Name Service Phone

Name Service Phone

3. Routine healthcare requirements - For example, dietary, therapy, nursing needs or before physical activity. Any cultural or religious requirements.

During school hours:
.....
.....
.....
.....

Outside school hours – any medications taken regularly and their side effects

.....
.....
.....
.....
.....
.....
.....
.....
.....

4. Emergency medication and procedures - (Complete even if it is the same as regular 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 (how the medication is taken and the amount)

.....

Where will this medication be stored and how will it be accessed

.....

Are there any contraindications (signs when medication should not be given)?

.....

.....

Are there any side effects that the school needs to know about?

.....

.....

Self-administration: Can the student self medicate?

Yes No Yes, with supervision by:

Staff member's name.....

Is there any other follow-up care necessary?

.....

.....

Who should be notified?

Parents Specialist

Other.....

5. Any specific arrangements required - including off-site
(eg activities to be avoided, special educational needs)

.....

.....

.....

6. Facilities, resources and training required to implement this plan

Specialist equipment:

.....

Accommodation:

.....

Management:

.....

Administration:

.....

Staff training:

.....

7. Members of staff trained to administer medications for this pupil

Regular medication:.....

Emergency medication:

8. What happens if the student doesn't take or refuses to take their medication?

.....

.....

.....

8. College, Parent and Pupil Consent

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes of my wishes, in writing.

Any Exceptions:

Student

Signed..... Print Name:..... Date / ... /

Parent

Signed..... Print Name:..... Date / ... /

Parental and pupil permission for administering regular & emergency medication

I agree that a member of staff can administer my child's regular and emergency medication.

I agree that my child **cannot** carry their medication with them and the school will make the necessary storage and administration arrangements.

I agree that my child will carry their blood monitoring kit at all times and that they will only use it themselves following the agreed operating instructions. My child will report any inappropriate use immediately to the Medical Needs Officer. My child will also carry glucose tablets with them at all times and can take them as and when they feel it necessary in class.

I agree that my child **can** carry their medication for use when necessary but they will inform the Medical Needs Officer when they have taken their medication and keep a record of any self medication on the Self Medicating Record card they must carry with them at all times.

Pupil

Signed..... Print Name:..... Date / ... /

Parent

Signed..... Print Name:..... Date / ... /

Parental and pupil agreement

I agree that it is safe for college staff to administer paracetamol, travel sickness medication or hayfever medication to my child when they are participating in off-site activities and I give them permission to do so. The medication my child is currently taking does not interact with either of these medications. I understand that I must notify the school of any changes to this position immediately.

Parent

Signed..... Print Name:..... Date / ... /

Principal agreement

It is agreed that (name of student)

Will receive the above listed regular care/medication at the stated time (see part 6).

Will receive the above listed care/medication in an emergency (see part 7)

This arrangement will continue until either; end date of course of medication or until instructed by the student's parents.

Signed Principal:

