Mulberry
Academy London Dock

Medical Needs Policy

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Mulberry Academy London Dock is an inclusive community that is committed to ensuring that students with chronic or short-term medical needs are supported and given every opportunity to take as full and active part in school life as is possible. We believe that every child should be safe, healthy, happy and able to achieve so that they can participate in the life of the school and make a positive contribution within their community.

Section 100 of the Children and Families Act 2014 places a duty on proprietors of academies to make arrangements for supporting students at their school with medical conditions. This support extends to activities taking place off-site as part of normal educational activities.

This policy adheres to statutory guidance *Supporting students at school with medical conditions* (DfE, 2015) and should be read in conjunction with:

- MALD SEND and Inclusion Policy
- MALD Child Protection and Safeguarding Policy
- MALD SEND Report
- MALD Disability Equality and Accessibility Plan

1. Aim

To ensure that all children with medical needs, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

2. Principles

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. All students will receive a full-time education, unless this would not be in their best interests because of their health needs.

The focus of support is on the needs of each individual child and how their medical condition impacts on their school life, including their physical and mental health and well-being and their ability to learn.

All support increases the confidence of the student and their family and promotes self-care where appropriate.

Our plans for supporting a student with medical needs are developed and reviewed with the student, parents or carers and relevant healthcare professionals.

Children who are competent will be encouraged to take responsibility for managing their own medicine and procedures.

3. Definition of Medical Needs

Students' medical needs may be summarised as:

- short-term: affecting their participation in school activities because they are on a course of medication, or are suffering a temporary injury requiring temporary additional support in school;

- long-term: potentially limiting their access to education and requiring extra care and support, thus needing an individual health care plan; or

- circumstantial: a student may require urgent medical treatment or interventions in emergency circumstances such as an adrenaline injection for anaphylactic shock, or an inhaler for an asthma attack.

Medical conditions may affect the quality of life or be life-threatening; some will be more obvious than others.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. See MALD SEND and Inclusion Policy.

4. Roles and responsibilities

The following roles have specific responsibilities in relation to students with medical needs:

- Designated Governor for Safeguarding
- Assistant Principal responsible for Inclusion
- School Nurse
- Senior member of staff for trips and visits
- SENDCO

Our medical needs policy is supported by clear systems for communication between staff and parents and carers. The roles and responsibilities of staff are defined with regard to collecting, recording and distributing information.

The Governing Body will ensure that:

- arrangements are in place to support students with medical conditions so that they can access and enjoy the same opportunities at school as any other child;
- all support meets the principles in this policy;
- staff are trained properly to provide the support that students need and that levels of insurance in place reflect levels of risk.

These responsibilities align with the Governing Body's wider safeguarding duties.

The Principal, or delegated senior members of staff, are responsible for:

- ensuring that all staff are aware of this policy and understand their role in its implementation;
- ensuring that sufficient members of staff are trained to implement the policy and support Individual Health Care Plans (IHPs);
- ensuring risk assessments for school visits, holidays, and other school activities outside the normal timetable;

Assistant Principal, delegated by the Principal, is responsible for:

- the day-to-day implementation and management of this policy, including record keeping;
- ensuring that all staff who need to know, including supply teachers, are informed of a child's condition;
- establishing and maintaining working arrangements with partner agencies including community nursing teams, other health care professionals and the LA;

- ensuring monitoring of individual healthcare plans.
- ensuring all medication is in date and notifying parents when they are about to expire

The SENDCO is responsible for:

- ensuring cover if staff providing support for medical needs are absent;

Staff are responsible for:

- familiarising themselves with this policy and associated procedures;
- taking appropriate steps to support children with medical conditions;
- taking account of the needs of students with medical conditions in lessons.

Parents and Carers are responsible for:

- completing a Medical Information Form prior to their child's entry to Mulberry (see annex 1);
- completing the medical information section on the Parental Consent Form for trips (annex 2);
- alerting school immediately and providing relevant medical evidence should any health concerns arise for their child;
- completing a parental consent form to administer medicine or treatment before bringing medication into school (annex 3);
- participating in the development, implementation and regular reviews of their child's IHP;
- providing the school with the medication their child requires and keeping it up to date.

Students are responsible for:

- proving information on how their medical condition affects them;
- contributing to and complying with their IHP.

The School Nurse is responsible for:

- developing IHPs;
- reviewing IHPs annually or when the child's medical circumstances change;
- receiving referrals from the Assistant Principal if a child has a health issue that the school is concerned about.

5. Implementation of this policy

Identification and referrals

We identify students with medical needs on entry in Year 7 through the transition work between the Year 7 team and students, parents and primary school teacher. If students join the school after Year 7 needs are identified at the induction meeting. The Director of pastoral provision arrange a 1:1 meeting with parents to discuss the child's medical needs.

If new needs arise, parents or carers inform the school and a meeting is arranged to consider necessary support.

Medical information comes from different sources. This might be through primary records, medical forms completed on entry or parents informing the Pastoral Team or the School Nurse. The Support for Learning team are more likely to pick up long term medical needs and the Pastoral Team are more likely to be told of new or short term needs.

If a child has a health issue that the school is concerned about, a referral to the School Nurse is completed by the Pastoral Team. (annex 4)

Staff training

All newly appointed staff are briefed about this policy as part of their induction

Only staff members who have undertaken specific training may administer prescription medicines or undertake any health care procedures

The Assistant Principal keeps a record of training undertaken and list of staff qualified to undertake responsibilities under this policy.

Medical conditions register

A medical conditions register is maintained and reviewed by the Assistant Principal and made available on MS teams for all staff.

A list of students with IHPs is made available to staff who need to know by the Assistant Principal at least termly and MIS is regularly updated so that students with IHPs are noted.

Supply staff and support staff have access on a need to know basis.

Individual Healthcare Plans (IHPs)

All children with an IHP have a medical card that they carry with them in school to show to teachers when they need to leave lessons to go to the medical room. Staff have been made aware that children with this card can access their medical equipment at any time by using this card.

The school nurse develops IHPs in collaboration with the student, parents/carers. Where necessary the Pastoral Team and the SENDCO will also be involved.

IHPs make clear the responsibility of specified staff.

IHPs are kept securely in the Medical Room and scanned and saved on the shared drive by the Assistant Principal. The Pastoral Team, HOFs and the SENDCO can access these if appropriate whist preserving confidentiality.

The school nurse reviews IHPs annually or when the child's medical circumstances change, whichever is sooner.

Medication

For students with long-term medical needs, the regular administration of medicine is agreed as part of the IHP (including emergency medical intervention e.g. epi-pens).

An allocated person / people to administer medication is/are identified on the IHP.

The administration of medications is recorded on an individual form for each student

Where possible, unless advised it would be detrimental to health, medication should be prescribed in frequencies that allow the student to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents or carers of the child must complete and sign a parental consent to administer medicine form

(annex 3).

Medication is stored in a secure cabinet in the medical room and expiry dates observed and checked termly by the Assistant Principal.

If parents wish for their child to receive one-off medication at school, this can be administered in school by a first aider with parental consent.

Non-emergency first aid

Please see the school's First Aid Policy for information.

If students are in need of first aid they must come to the main reception. A first aider is then called to see the student. All visits of a first aid nature are logged and reported to the Health and Safety Executive if required.

If a student is considered unfit to learn, the Assistant Principal or the Pastoral Team is informed and parents are asked to come and collect their child. No students should be allowed to leave unaccompanied it they are deemed too unwell to stay in school.

The role of the child

Children who are competent will be encouraged to take responsibility for managing their own medicine and procedures.

Where possible, students will be allowed to carry their own medicines and devices. Students are encouraged to carry their own medical equipment if appropriate (epi pen / asthma inhaler). Spares are always kept in the medical room for each child and this is provided by the parent. Additionally, we have general spares, primarily for trips and visits.

If students refuse to take medication or carry out a necessary procedure parents will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

Educational visits and sporting activities

Arrangements will be flexible enough to ensure students with medical conditions can participate in educational visits and sports activities and not prevent them from doing so unless a clinician states that this is not possible.

Risk assessments will be undertaken, where relevant, in order to plan for including students with medical conditions.

Students with long-term medical conditions

Attendance and progress of students with medical needs is monitored by key staff including the Attendance and Welfare Advisor. It may be appropriate to:

- instigate a temporary part-time timetable;
- seek additional advice from health professionals / advisory teachers;
- make arrangements for home tuition;
- co-ordinate provision of study materials to be used at home.

If students require part-time timetables or home tuition for an extended period then an application for this will be sent to the borough Social Inclusion Panel.

Medical emergencies

It is important that all staff know what action to take in the event of a medical emergency, including contacting Emergency Services using 999 when necessary.

Staff know who the appropriately trained First Aiders are; their names and the rota is available on the shared drive and a list of First Aiders' are displayed prominently throughout the school.

Staff email, or send a student to, reception to contact the First Aider on duty who will administer treatment as necessary.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parent / carer arrives.

Students are informed in general terms about what do to in emergency, such as telling a teacher.

When an IHP is in place it should detail what constitutes an emergency, what to do and that a member of staff will stay with the child if she has to go to hospital.

6. Monitoring, evaluation and review

The Assistant Principal monitors the effectiveness of this policy through informal meetings with students, parents or carers and the staff providing support. She reviews the records termly, alongside available data on attendance and achievement for the students supported with an IHP. The School Nurse reviews the IHPs when there has been a change in emaciation and gives feedback on their continuing effectiveness. The Assistant Principal makes any necessary modifications to IHPs.

At least every two years, the Assistant Principal evaluates the effectiveness of this Policy in the light of this monitoring evidence and any updates in DfE guidance. They discuss and agree any changes, or the decision to make no change, with the Principal. The revised Policy is submitted to the Local Governing Body for Approval.

7. Availability of the policy

This policy is available on the school website. All staff are asked to read it at the start of each academic year and whole staff training is included in the whole staff induction programme at the start of the academic year. It is included in the induction of staff joining at other times.

Parents or carers are made aware of this policy during their induction meeting and through the Home-School Agreement.

Annex 1

Mulberry Academy London Dock - Medication and Personal Information Form

Please complete fully using CAPITAL letters.

The following information is used to ensure that your child has the support they need in school. It will be treated in strictest confidence.

1. Student's Details

Surname:	Forename:
Date of Birth:	

2. Disability

a).	Do you consider your child to have a disability?	Yes/No
	If yes, are they registered?	Yes/No
	Nature of Disability	
	Special Requirements	
b).	Does your child have any difficulties with their vision?	Yes/No
	Do they wear glasses?	Yes/No
c).	Does your child have any difficulties with their hearing?	Yes/No
d).	Do you consider that you or any other parent or carer of your child has a disability that would prevent access to the school building or school information?	Yes/No
	If yes, state the nature of the disability and please contact the school to discuss how access can be supported.	

3. If your child takes any regular medication, please complete the section below.

1. Ailment	
2. Type of medication	
3. How is it administered?	
4. When it has to be taken	
5. Frequency	
6. Prescribed dosage	
7. Any side effects	
8. Can your child administer medication independently?	

4. Does your child have any allergies? Yes/No

If yes, please complete this section carefully

1. Type of allergy:	
2. Medication required:	
3. Symptoms:	

5. Previous Health Record

Has your child ever had any of the following?

- Asthma/Bronchitis Yes/No
- Heart Condition Yes/No
- Fits, Fainting, Blackouts Yes/No
- Severe Headaches/Migraines Yes/No

- Anxiety, Fears or Phobias Yes/No
- Diabetes Yes/No
- Anything not listed above

6. Immunisation

Has your child ever been immunised against the following?		
	Yes/No	Date
Tetanus		
Poliomyelitis		
Measles		
Rubella		
BCG		
MMR		
Other (Please give details)		

7. Diet

Does your child have any special dietary considerations? Please give full details

8. Family Doctors Details

Name of Doctor:

Address:

Telephone Number:

9. Further Information

Please give any further information about your child you feel would be useful

I confirm that this information is currently correct and that I will inform the school of any changes to my child's medical situation as soon as it occurs.

Signed _____ (Parent/Carer)

Date _____

Annex 2

Mulberry Academy London Dock – Parental Consent Form

I give permission for …….....……..…(student name)

Form ……

to attend:

Student Details

Name of emergency contact ……

Relationship to participant ……

Address ……

…… Post Code……

Contact telephone number……

Medical Information

Please provide relevant medical information below - if your child is taking any medication at the moment, if you have any allergies, or if you have any medical conditions of which we should be aware, such as asthma.

Please be sure to bring any medication you may need with you.

……

……

Travel Arrangements

Please tick one of the following:

a) I will pick my child up from Mulberry Academy London Dock ☐

b) I give permission for her to travel home independently ☐

I have read, understand and agree to the above.

Student's signature ……

Parent/carer signature …….....……..

Date …….....……

Annex 3

Mulberry Academy London Dock - Parental agreement for school to administer medicine

The school has a policy that trained staff can administer medicines to students. However, the school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of child	
Date of birth	
Form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Annex 4

REFERRAL FORM FOR ASSESSMENT BY THE 0-19 TEAM

Please e-mail completed form to
Thgpcg.healthvisitingduty@nhs.net (Referrals for: **0-5 years**)
Thgpcg.schoolnurses@nhs.net (Referrals for: **5-19 years)**

Section A: Child's Details: Mandatory/Essential

Name of child or parent: Date of birth:

NHS Number Click or tap here to enter text. (if known) ***Safeguarding Plan**: ☐Yes ☐No

Current Address

Telephone
GP:

Interpreter required (parent/child): ☐ Yes ☐ No Language:
Has the parent/carer given their consent for this referral? ☐Yes ☐ No
Nursery School attended (if applicable): Click or tap here to enter text.

Section B - Reason for referral (essential field) (***Please be specific***)

Section C - Details of person making referral

Name: **Job title**:
Email address: **Contact number**:

Clinical Triage (for 0-19 service use only)

Date Triaged: Click or tap to enter a date.

Triaged by - Name:Click or tap here to enter text. Designation: Choose an item.

Locality Choose an item.

Urgency:Choose an item.

Urgent: Contact by Duty SCPHN ASAP and follow up organised within 48 hours

Priority: Escalated to LCM for priority allocation and follow up with the same week

Non-Urgent: Added to allocation list or offered earliest clinic appointment in any locality

Routine: Added to allocation for contact at next universal contact or added to next available clinic list in home locality.

Action Taken at time of triage and reasons for priority level:

REPLY SLIP to Referrer

Date:Click or tap to enter a date.

(Regarding your referral to the 0-19 service)

To
Date of birth:

Date seen: Click or tap to enter a date.

Action Plan:

Name of 0-19 practitioner: Click or tap here to enter text.
Contact email:Click or tap here to enter text. mobile number: Click or tap here to enter text.

Annex 5

Mulberry Academy London Dock – Record of medicine administered to all children

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name