



SPARKEN HILL
ACADEMY

Medical Needs Policy

Rev	Date Issued	Prepared By	Approved	Comments
1.1	April 2022			
1.2	December 2024		05.12.24	FGB
1.3	May 2025	RTL	01.05.25	Updated with reference to Medical Tracker & include form 3a (administration of medication record form)

At Sparken Hill Academy we are an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at Academy.

We will help to ensure they can through the following:

- 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.
 - This Academy understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at this Academy. The Academy allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
 - Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Care Plan
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Policy and Guidelines

This Academy is an inclusive community that aims to support and welcome pupils with medical conditions.

- a. Sparken Hill Academy understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.
 - b. Sparken Hill Academy aims to provide all children with all medical conditions the same opportunities as others at the Academy. We will help to ensure they can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being
 - c. Pupils with medical conditions are encouraged to take control of their condition.
 - d. Sparken Hill Academy aims to include all pupils with medical conditions in all Academy activities.
 - e. Parents/carers of pupils with medical conditions are aware of the care their children receive at SHA.
 - f. We ensure that all staff understand their duty of care to children and young people in the event of an emergency.
 - g. All staff have access to information about what to do in an emergency.
 - h. This Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
 - i. All staff have an understanding of the common medical conditions that may affect children at this Academy. Staff receive annual updates. The Principal is responsible for ensuring staff receive annual updates.
 - j. The medical conditions policy is understood and followed by the whole Academy.
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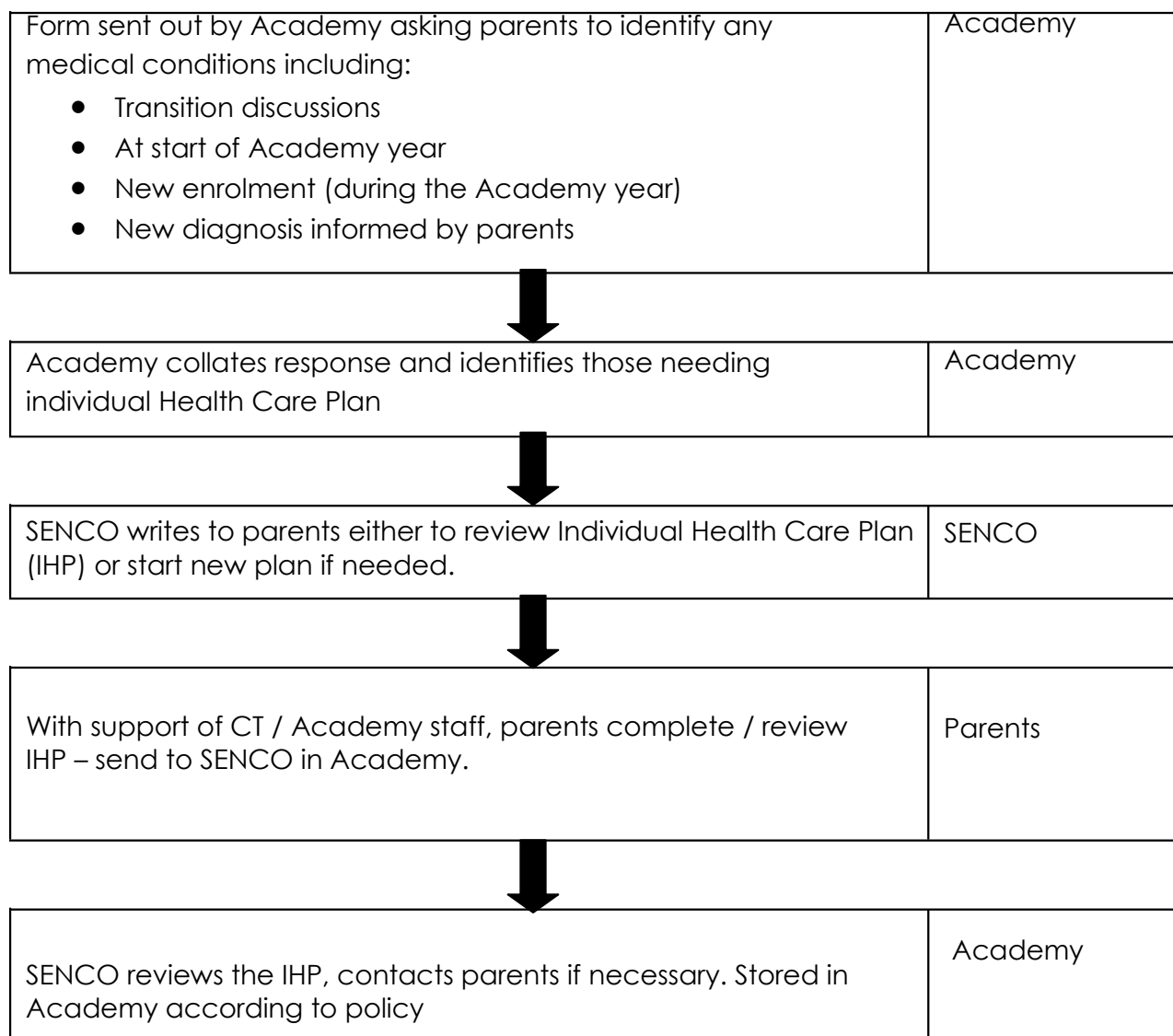
The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- a. Parents/carers are informed about the medical conditions policy
 - by including a policy statement in the Academy's prospectus and signposting access to the policy
 - at the start of the Academy year when communication is sent out about medical needs
 - in the Academy Newsletter at intervals in the year
 - when their child is enrolled as a new pupil
 - via the Academy 's website, where it is available all year round
 - b. Academy staff are informed and regularly reminded about the Academy 's medical conditions policy:
 - through the staff handbook and staff meetings
 - through scheduled medical conditions updates
 - through the key principles of the policy being displayed in several prominent staff areas at this Academy
 - all supply and temporary staff are informed of the policy and their responsibilities including who is the SENCO, any medical needs or Individual Health Care Plans related to the children in their care and how to respond in emergencies
 - Staff are made aware of Individual Health Care Plans as they relate to their teaching/ supervision groups. This is a role for the SENCO.
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Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this Academy.

- a. Relevant staff at this Academy are aware of the most common serious medical conditions at this Academy.
 - b. Staff at the Academy understand their duty of care to pupils both during, and at either side of the school day 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/career. This may include administering medication.
 - c. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Care Plan.
 - d. The action required for staff to take in an emergency for the common serious conditions at this Academy is displayed in prominent locations for all staff including classrooms, kitchens in the Academy staff room, and electronically.
 - e. This Academy uses Individual Health Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
 - f. A copy of the pupil's Individual Health Care Plan is uploaded to Medical Tracker. This information is shared with emergency services in the event of a medical emergency. 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.
 - g. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This Academy will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the Academy senior management.
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Medical Conditions Information Pathway



Pupils with medical conditions requiring Individual Health Care Plan are: those who have diabetes, epilepsy with rescue medication, anaphylaxis, gastrostomy feeds, central line or other long term venous access, tracheostomy, severe asthma that has required a hospital admission within the last 12 months. There may be other children with unusual chronic conditions who need a care plan, please liaise with the school nurse about them.

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

Administration – Emergency Medication

- a. The Academy will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**.
- b. The Academy will ensure that all pupils understand the arrangements for a member of staff (and the 2nd member of staff/ staff witness) to assist in helping them take their emergency medication safely.

Administration – General

- c. The Academy understands the importance of medication being taken as prescribed.
 - d. All use of medication is done under the appropriate supervision of two members of staff at this Academy. At least one is a trained First Aider.
 - e. 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
 - g. The Academy will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary. This information is uploaded to Medical Tracker which tracks which member of staff training is nearing expiry (giving time to replace or retrain).
 - h. All Academy staff at Sparken Hill have been informed through training 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 assisting in administering medication or calling an ambulance.
 - i. In some circumstances, medication is only administered by an adult of the same gender as the pupil, and always witnessed by a second adult. This will be agreed in the Individual Health Care Plan.
 - j. Parents/carers at Sparken Hill 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. Parents/carers should provide the Academy with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
 - k. If a pupil at this Academy refuses their medication, staff will record this on Medical Tracker and follow the defined procedures. Parents/carers will be informed of this non-
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compliance as soon as possible.

- l. All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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.
- m. If a trained member of staff, who is usually responsible for administering medication, is not available the Academy will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- n. If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The Academy will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the Academy's usual disciplinary procedures.

Use of 'over the counter' (OTC) i.e. non-prescription medications

It is Sparken Hill Academy policy that, with the advice of the Bassetlaw Clinical Commissioning group guidance (Jan 2019) we now are willing to administer non-prescription medications.

If children are required to take over the counter medication e.g. Calpol, Piriton etc., providing parents complete the relevant documentation and give explicit permission for staff to administer to their child.

Because of logistics of meeting ALL children's medical needs within the Academy, it has been agreed to generally administer OTC medication at pre-determined times.

Should the request for administering these OTC medications be more than 1 week (7 days from the initial dose), then the Academy reserves the right to refuse further doses until the pupil has been seen by a medical professional.

This Academy has clear guidance on the storage of medication at Academy.

Safe Storage – Emergency Medication

- a. Emergency medication is readily available to pupils who require it at all times during the day, or at off-site activities. If the emergency medication is a controlled drug and needs to be kept secure, these are kept in a secure locked medical cabinet. Only specified members of staff have access. See individual Health Care Plans for storage details. Asthma Inhalers are to be kept in an agreed location in the child's classroom and are freely available for independent use for pupils (age appropriate)
- b. If the pupil concerned is involved in extended Academy services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe Storage – Non-Emergency Medication

- c. All non-emergency medication is kept in a secure place, in a lockable cupboard, in cool dry conditions in the main office. Pupils with medical conditions know where their medication is stored and how to access it.
- d. Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe Storage – General

- e. The Academy has an identified member of administrative staff who ensures the correct storage of medication at Academy.
 - f. All controlled drugs are kept in a locked cupboard and only named staff have access in the office.
 - g. The identified member of staff checks the expiry dates for all medication stored at Academy each term (i.e. three times a year).
 - h. The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into Academy is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication. This is recorded on Medical Tracker.
 - i. 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.
 - j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
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- k. Some medication for pupils at this Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.
- l. All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the Academy term.
- m. It is the parents/carers responsibility to ensure adequate supplies of new and in date medication comes into Academy at the start of each term with the appropriate instructions and ensures that the Academy receives this.

n. Safe Disposal

- o. Parents/carers at this Academy are asked to collect out-of-date medication.
 - p. If parents/carers do not pick up out-of-date medication, or at the end of the Academy year, medication is taken to a local pharmacy for safe disposal.
 - q. 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 3 times a year and is always documented.
 - r. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this Academy are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
 - s. 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 Academy or to the pupil's parent.
 - t. Disposal of sharps boxes - the sharps bin should be closed securely and returned to the local council for appropriate disposal.
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This Academy has clear guidance about record keeping for pupils with medical conditions.

Enrolment Forms

- a. Parents/carers at this Academy are asked if their child has any medical conditions.
- b. If a pupil has a short-term medical condition that requires medication during Academy hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete (form 3a).

Individual Health Care Plans

Drawing up Individual Health Care Plans

- c. This Academy uses an Individual Health Care Plan for children with complex health needs to record important details about the individual children's medical needs at Academy, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Care Plan if required.

Examples of complex health needs which may generate an Individual Health Care Plan following discussion with the Academy nurse and the Academy are listed below.

The child has:

- diabetes
 - gastrostomy feeds
 - a tracheostomy
 - anaphylaxis
 - a central line or other long term venous access
 - fractures / broken bones
 - severe asthma that has required a hospital admission within the last 12 months
 - epilepsy with rescue medication
- d. An Individual Health Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent by the SENCO:
 - at the start of the Academy year
 - at enrolment
 - when a diagnosis is first communicated to the Academy
 - transition discussions
 - new diagnosis
 - e. It is the parents/carers responsibility (with support from the child's CT) to fill in the Individual Health Care Plan and return the completed form to the SENCO. If the SENCO does not receive an Individual Health Care Plan, all Academy staff should follow standard first aid measures in an emergency. If an individual Health Care Plan has not been completed, the SENCO will contact the parents and may convene a meeting or consider safeguarding

children procedures if necessary.

- f. The finalised plan will be given to the parents/carers.

Academy Individual Health Care Plan Register

- g. Individual Health Care Plans are used to create a centralised register of pupils with complex health needs. An identified member of Academy staff has responsibility for the register at this Academy. Academy s should ensure that there is a clear and accessible system for identifying pupils with Health Care Plans/medical needs such as names being 'flagged' on the School Information Management system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the Academy are updated on the Academy s record system.
- h. The responsible member of Academy staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Care Plan is required or if permission or administration of medication is unclear or incomplete.

On-going Communication and Review of Individual Health Care Plans

- i. Parents/carers at this Academy are regularly reminded to update their child's Individual Health Care 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. Each Individual Health Care Plan will have a review date.
- j. Parents/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and Access to Individual Health Care Plans

- k. Parents/carers and pupils (where appropriate) at this Academy are provided with a copy of the pupil's current agreed Individual Health Care Plan.
 - l. Individual Health Care Plans are kept in a secure central location at Academy (folder within First Aid room). A copy is uploaded to medical tracker so that all staff dealing with the pupil (from a medical point of view) are aware of the content.
 - m. Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Care Plans. These copies are updated at the same time as the central copy and uploaded to Medical Tracker.
 - n. When a member of staff is new to a pupil group, for example due to staff absence, the Academy makes sure that they are made aware of the Individual Health Care Plans and needs of the pupils in their care.
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- o. Sparken Hill Academy ensures that all staff protect pupils' confidentiality.
- p. The Academy informs parents/carers that the Individual Health Care Plan would be sent ahead to emergency care staff, should an emergency happen during Academy hours or at an Academy activity outside the normal Academy Day. This is included on the Individual Health Care Plan.
- q. The information in the Individual Health Care Plan will remain confidential unless needed in an emergency.

Use of Individual Health Care Plans

Individual Health Care Plans are used by this Academy to:

- Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- Identify important individual triggers for pupils with complex health needs at Academy that bring on symptoms and can cause emergencies. This Academy uses this information to help reduce the impact of triggers.
- Ensure this Academy's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

Consent to Administer Medicines

- r. If a pupil requires regular prescribed medication at Academy, parents/carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.
- s. All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Care Plan for staff to administer medication.
- t. The Academy will ensure that a minimum of two staff (one of whom is a qualified first aider) when administering medication to pupils. This will be recorded on Medical Tracker.

Residential Visits

- u. Parents/carers are sent a residential visit form to be completed and returned to Academy before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during Academy hours.
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- v. All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Health Care Plan. Medical tracker is utilized to record administering of medication as this is web based.
- w. All parents/carers of pupils with a medical condition attending an Academy trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- x. The residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away. A physical copy of the Individual Health Care Plan and equipment/medication must be taken on off-site activities (in case of lack of access to the internet).

Record of Awareness Raising Updates and Training

- y. This Academy holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the Academy and reviewed every 12 months to ensure all new staff receive updates.
- z. All Academy staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or Academy nurse. The Academy keeps a register of staff who have had the relevant training; it is the Academy 's responsibility to arrange this
- aa. Academy should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities. It is recommended that Primary Academies and Early Years settings should have at least one first aider who has undertaken the paediatric first aid course.

Sparken Hill Academy ensures that the whole Academy environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

- a. This Academy is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
 - b. Academy s should be encouraged to meet the needs of pupils with medical conditions to ensure that the physical environment at this Academy is as accessible as possible.
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- c. This Academy's commitment to an accessible physical environment includes out-of-Academy visits. The Academy recognises that this may sometimes mean changing activities or locations.

Social Interactions

- d. This Academy ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after Academy.
- e. This Academy ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended Academy activities such as Academy discos, breakfast club, Academy productions, after Academy clubs and residential visits.
- f. All staff at this Academy are aware of the potential social problems that pupils 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.
- g. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical Activity

- h. This Academy understands the importance of all pupils taking part in sports, games and activities.
 - i. This Academy seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
 - j. This Academy seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
 - k. Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
 - l. This Academy ensures all PE teachers, classroom teachers and Academy sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
 - m. This Academy seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
 - n. This Academy ensures all pupils with medical conditions are actively encouraged to take part in out-of-Academy clubs and team sports.
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Education and Learning

- o. The Academy ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- p. Teachers at this Academy are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inclusion Leader.
- q. This Academy ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- r. Pupils at this Academy learn how to respond to common medical conditions.

Risk Assessments

- s. Risk assessments are carried out by this Academy prior to any out-of-Academy visit or off-site provision and medical conditions are considered during this process. This Academy considers: how all pupils 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, and any other relevant matters.
 - t. The Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off-site activities. This Academy considers additional medication and facilities that are normally available at Academy.
 - u. The Academy carries out risk assessments before pupils start any work experience or off-site educational placements. It is this Academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider. Copies of Individual Health Care Plans are sent to off-site placements with parental consent.
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This Academy is aware of the triggers that can make medical conditions worse or can bring on an emergency.

The Academy is actively working towards reducing these health and safety risks.

- a. Sparken Hill Academy is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at Academy and on out-of-Academy visits.
- b. Academy staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

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

- a. This Academy works in partnership with all interested and relevant parties including the Academy's governing body, Academy staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this Academy. These roles are understood and communicated regularly.

Governors

Have a responsibility to:

- Ensure the health and safety of their staff and anyone else on the premises or taking part in Academy activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure the Academy's health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- Make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure that the Academy has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of Academy activities.

Principal

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.
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- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.
- Monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- Report back to governors about implementation of the health and safety and medical conditions policy.
- Ensure through consultation with the governors that the policy is adopted and put into action.

All Academy Staff and Support Staff

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.
 - Call an ambulance in an emergency.
 - Understand the Academy's medical conditions policy.
 - Know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Care Plan.
 - Know the Academy's registered first aiders and where assistance can be sought in the event of a medical emergency.
 - Know the members of the Academy's Leadership Team if there is a need to seek assistance in the event of an emergency.
 - Maintain effective communication with parents/carers including informing them if their child has been unwell at Academy.
 - Ensure pupils who need medication have it when they go on an Academy visit or out of the classroom.
 - Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
 - Understand the common medical conditions and the impact these can have on pupils.
 - Ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
 - Ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
 - Follow universal hygiene procedures if handling body fluids.
 - Ensure that pupils who presents as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Care Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.
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Teaching Staff

Have an additional responsibility to also:

- Ensure pupils who have been unwell have a reasonable opportunity to catch up on missed Academy work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the Inclusion Leader.
- Liaise with parents/carers, special educational needs coordinator 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.

First Aiders

Have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.
- When necessary, ensure that an ambulance is called.
- Ensure they are trained in their role as first aider.
- It is recommended that first aiders are trained in paediatric first aid.

Special Educational Needs Coordinators

Have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a pupil needs special consideration or liaise with SATS administrators to agree access arrangements in exams or coursework.

Pupils

Have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents/Carers

Have a responsibility to:

- Tell the Academy if their child has a medical condition or complex health need.
 - Ensure the Academy has a complete and up-to-date Individual Health Care Plan if their child has a complex health need.
 - Inform the Academy about the medication their child requires during Academy hours.
 - Inform the Academy /provider 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 labelled with their child's
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full name.

- Ensure that the Academy has full emergency contact details for them.
 - Provide the Academy with appropriate spare medication labelled 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.
 - If the child has complex health needs, ensure their child has a written Individual Health Care Plan for Academy and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
 - have completed/signed all relevant documentation and the Individual Health Care Plan if appropriate
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The medical conditions policy is regularly reviewed evaluated and updated.

- a. This medical conditions policy is reviewed, evaluated and updated in line with the Academy's policy review timeline. This policy will be reviewed on an annual basis.
 - b. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process
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Medicine Form 3a

Name of child	
Date of birth	
Class teacher	

Name and nature of medical condition / illness
Name of medicine
Date dispensed
Expiry date
Dosage & method
Timing
Special precautions
Storage (e.g fridge/room temperature)
Are there any side effects that school should know about?
Procedures to take in an emergency?
I will collect the medicine from the Office at the end of the school day (please circle) YES / NO The medicine/medication will remain in school (please circle) YES / NO

Doctor's Details

Name of Doctor	
Practice Name	
Practice Address	
Daytime telephone number	

Parents' Contact Details

Name of contact	
Daytime telephone number	
Relationship to child	

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- *I understand that I must deliver the medicine personally to the agreed member of staff.*
 - *I accept that this is a service that the school is not obliged to undertake.*

- ***I understand that I must notify the school of any changes to administration of medicines, in writing.***

Parent's Signature _____

Date_____

FOR SCHOOL USE (TO BE COMPLETED IF THE REQUEST IS GRANTED)

Storage of medication -

Labelling checked

In original packaging

Expiry Date

Name(s) of staff to administrate medication

RECORD OF ADMINISTRATION

[illegible]
